

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
February 21, 2018**

**1. ROLL CALL & CALL TO ORDER**

President Maureen Wener called the meeting to order at 6:30 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Maureen Wener – President, Seth Schriftman – Treasurer, Howard Handler, Mike Goldberg, Kyle Stone and Luisa Ellenbogen.

Mr. Bill Seiden, Village Liaison.

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Vicki Karlovsky, Adult Services Associate.

**2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE**

**3. STAFF PRESENTATION:** Vicki Karlovsky, Adult Services Technology & Instruction Associate  
Ms. Karlovsky gave a presentation on the library's efforts to work with adults with disabilities in the community. The Library has a partnership with CEL but also started our own programming called PLACE (Public Library Access and Community for Everyone). This is a unique program to our community and the board commended Ms. Karlovsky on a job well done.

**4. APPROVAL OF MINUTES**

A. January 17, 2018 Regular Session Meeting

**MOTION:** Mr. Stone made a motion to approve the January 17, 2018 Regular Session Meeting minutes, seconded by Mr. Handler.

**Vote:** 6 Yes - Maureen Wener, Seth Schriftman, Howard Handler, Mike Goldberg, Kyle Stone, and Luisa Ellenbogen.

The motion was approved.

**5. TREASURER REPORT**

A. Financials: Balance Sheet, Revenues & Expenses, Year End Payroll Liability (ACTION)

Mr. Schriftman presented the Financials.

**MOTION:** Mr. Schriftman made a motion to approve the January Financials, seconded by Mr. Goldberg.

**Vote:** 6 Yes - Maureen Wener, Seth Schriftman, Howard Handler, Mike Goldberg, Kyle Stone, and Luisa Ellenbogen.

The motion was approved.

B. List of checks and payments for Approval (ACTION)

Mr. Schriftman presented the outstanding list of checks to be approved for payment, which included:

-Electronic Payments, 4 ACHs, WinTrust	\$	126.46
-Petty Cash Checks 614, Bank Financial	\$	5.00

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-AP Checks 2689-2779, 10 ACHs, WinTrust	<u>\$ 224,138.21</u>
The total amount presented for approval	\$ 224,269.67

MOTION: Mr. Schrifftman made a motion to approve the January list of checks and payments, seconded by Mr. Goldberg.

Vote: 6 Yes - Maureen Wener, Seth Schrifftman, Howard Handler, Mike Goldberg, Kyle Stone, and Luisa Ellenbogen.

The motion was approved.

Mr. Schrifftman reported that the Finance Committee Meeting will meet on March 14 at 6:00 p.m. to discuss and review the Library's Fund Balance Policy.

6. FRIENDS OF THE LIBRARY REPORT

None.

7. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Update.

8. LIBRARY DIRECTOR'S REPORT

A. IPLAR Highlights

Ms. Amy Falasz-Peterson reported that in our first year of producing podcasts, we had over 2,000 downloads. The Teen Advisory Board wants to join the Board in the Fourth of July parade. The Board greeted this idea with enthusiasm! Ms. Falasz-Peterson will offer Farmers Market dates after we get the information from the Village. The Library is working with other community organizations like the Village, Township, School District and Park District to promote the 50<sup>th</sup> Anniversary of the Deerfield Area Historical Society. There will be a community wide celebration on Sunday, May 20 from 11-3 at the Historic Village. The Library will be offering a story hour and we have a tour of the Deerfield Train Station that day as a way to support the Historical Society.

Staff submitted the IPLAR to the Illinois State Library. We saw an increase in study room reservations. We increased our programming. AV circulation dropped 5% and an increase in streaming.

Ms. Falasz-Peterson reported that Ms. Claire Steiner had a baby boy on January 30.

Mr. Handler suggested that the Department Managers' names be added to the written report.

Ms. Ellenbogen mentioned she was happy to see the Kindles circulating and asked if there were plans to circulate kindles for youth. Ms. Falasz-Peterson thanked her for the suggestion and will look into it.

9. STRATEGIC PLAN UPDATE

Ms. Falasz-Peterson reported that she met with the architect and conveyed that we do not wish to take anything away from our current patrons and space design. We are interested in utilizing the space we have most efficiently. She reported that her original suggestion of having a makerspace in the magazine alcove would not be a good use of space. However, she has some ideas on how to improve that space.

Ms. Falasz-Peterson reported she will invite the architects to a board meeting in the spring.

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10. OLD BUSINESS

A. Minutes Recommendation Report

Ms. Falasz-Peterson reported that we will add the recently opened closed session minutes to the website in line with the dates of minutes already on the website, 2015- present.

B. Legal Services Representation Report

Mr. Goldberg indicated he would be happy to help Ms. Falasz-Peterson talk to any new attorneys.

C. Extended Hours Report

Ms. Falasz-Peterson reported that the Extended Hours were not as successful as anticipated. Staff reported that most students left the library each evening around dinner time and did not return. There were a handful of people in the library at the 9 pm closing time. However, staff do not recommend continuing to offer this opportunity. The Board thanked Ms. Falasz-Peterson for her willingness to try something new and appreciated her report.

11. NEW BUSINESS

A. Circulation Policy Revisions (ACTION)

MOTION: Ms. Wener made a motion to approve the Circulation Policy Revisions, seconded by Ms. Ellenbogen

Vote: 5 Yes - Maureen Wener, Howard Handler, Mike Goldberg, Kyle Stone, and Luisa Ellenbogen.  
The motion was approved.

B. Finance Committee Meeting Date

This was discussed under the Treasurer's Report.

12. OTHER

A. Reminder: Director Review Process in March

Mr. Handler asked if there was a review system or procedure in place to examine our regular vendors. Ms. Wener pointed out that a component of pricing is also service. Ms. Falasz-Peterson indicated that we have tried to use local companies and responsive vendors whenever possible but thanked the Board for their suggestions.

13. ADJOURNMENT

At 7:54 p.m., Ms. Wener moved to adjourn the meeting, seconded by Mr. Goldberg.

Vote: 5 Yes - Maureen Wener, Howard Handler, Mike Goldberg, Kyle Stone, and Luisa Ellenbogen.  
The motion was approved.



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Ken Abosch, Secretary