

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
November 16, 2022

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:30 p.m., in the meeting room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch - President, Luisa Ellenbogen - Secretary, Seth Schriftman - Treasurer, Howard Handler, and Kyle Stone.

Staff: Amy Falasz-Peterson, Library Director; Kelly DeCorrevont, Business Manager; Melissa Stoeger, Assistant Director of Adult and Youth Services; Ted Gray, Makerspace Manager; and Jasmine Hosein, Administrative Associate.

Bill Seiden, Village Liaison.

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

There were two members of the community in observance but did not address the board.

3. APPROVAL OF MINUTES

A. October 19, 2022 Regular Session Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the October 19, 2022 Regular Meeting minutes, seconded by Mr. Kyle Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

B. October 19, 2022 Executive Session Meeting (ACTION)

Per Ms. Luisa Ellenbogen's request, the Executive Session meeting minutes will be approved at December's Board Meeting.

4. TREASURER REPORT

Mr. Schriftman presented the Library financials.

A. October Financials: Balance Sheet, Revenues & Expenses (ACTION)

MOTION: Mr. Howard Handler made a motion to approve the October Financials, seconded by Mr. Abosch.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

B. List of Checks and Payments for Approval (ACTION)

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

-Petty Cash, Check 723	\$	40.17
-Electronic Payments, 3 ACHs, WinTrust	\$	139.85
-AP Checks 13362-13458, 11 ACHs, WinTrust	\$	<u>99,971.73</u>
The total amount presented for approval	\$	100,151.75

MOTION: Ms. Ellenbogen made a motion to approve the List of Checks and Payments for Approval, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Michael Goldberg, Kyle Stone and Emily Wallace.

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the director's report. The door counts and circulation statistics continue to grow. The LED lighting upgrade project is in progress and it is notably brighter.

7. OLD BUSINESS

A. Library Strategic Planning Update: Survey Information

A committee of staff and board members are meeting to compile information with the goal to present a draft at the December board meeting.

B. Staff Holiday Party Plan

We've decided to focus on Fun & Food at DPL for the holiday party on January 20th; the time and scope of activities is to be determined.

8. NEW BUSINESS

A. MakerSpace Use Policy (ACTION)

The new MakerSpace policy encapsulates the spirit of the space as it fits DPL. The board engaged in a lively discussion and were able to ask MakerSpace Manager, Mr. Ted Gray specific questions about the MakerSpace when applicable.

MOTION: Mr. Schriftman made a motion to approve the MakerSpace Use Policy, seconded by Ms. Ellenbogen.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.

The motion was approved.

B. 3D Printing Policy (ACTION)

MOTION: Mr. Schriftman made a motion to approve the 3D Printing Policy, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

C. Patron Behavior Policy (ACTION)

The larger board discussed with the members of the policy committee the language of the proposed policy and came to an agreeable solution.

MOTION: Mr. Schriftman made a motion to approve the Patron Behavior Policy, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.
The motion was approved.

D. Employee Handbook (ACTION)

MOTION: Mr. Schriftman made a motion to approve the update to the Employee Handbook change, seconded by Mr. Stone.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone
The motion was approved.

E. Circulation Policy (ACTION)

MOTION: Mr. Goldberg made a motion to approve the Circulation Policy, seconded by Mr. Stone.

Vote: 4 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, and Kyle Stone.
1 No - Howard Handler.
The motion was approved.

F. FY 2023 Per Capita Grant Application: Standards Review Chapters 7-13 (Discussion)

The Board reviewed the checklists as required for the Per Capita grant application.

9. OTHER

10. STAFF PRESENTATION: Ted Gray, MakerSpace Manager

Mr. Gray gave a brief tour of the uses in the MakerSpace in the actual space. Mr. Gray spoke to the affordability of DPL's MakerSpace as a space to learn and develop one's own craft. Mr. Gray answered any questions board members or members of the community had while showcasing crafts that can be made using MakerSpace equipment.

11. ADJOURNMENT

At 7:51 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Stone.

5 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, and Kyle Stone.

The motion was approved.

DocuSigned by:

Luisa Ellenbogen

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Luisa Ellenbogen, Secretary