

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
March 15, 2023**

1. ROLL CALL & CALL TO ORDER

Secretary Luisa Ellenbogen called the meeting to order at 6:31 p.m., in the Board Room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.

Staff: Amy Falasz-Peterson, Library Director; Kelly DeCorrevont, Head of Finance; Melissa Stoeger, Assistant Director of Adult and Youth Services and Jasmine Hosein, Administrative Associate.

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

Ms. Stephanie Brand introduced herself as she is running for a board position.

3. APPROVAL OF MINUTES

A. February 15, 2023 Regular Session Meeting (ACTION)

MOTION: Mr. Kyle Stone a motion to approve the February 15, 2023 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 4 Yes – Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.
The motion was approved.

4. TREASURER REPORT

Mr. Seth Schriftman presented the Treasurer Report for February.

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

MOTION: Mr. Stone made a motion to approve the February Financials seconded by Ms. Ellenbogen.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.
The motion was approved.

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

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

-Petty Cash Checks 732-737, Bank Financial	\$ 265.64
-Electronic Payments, 3 ACHs, WinTrust	\$ 150.45
-AP Checks 13573-13617, 13 ACHs, WinTrust	<u>\$ 120,047.94</u>
The total amount presented for approval	\$ 120,464.03

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

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.

The motion was approved.

5. VILLAGE LIAISON REPORT

None

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the Director's report.

A. National Library Week Plans, April 23-29, 2023

Ms. Falasz-Peterson asked for Board Members to coordinate the delivery of treats on April 25 which is National Library Workers Day for staff.

Ms. Falasz-Peterson reported that 81,999 digital items from Libby have been checked out by Deerfield patrons. Ms. Falasz-Peterson reported that the Village will begin work on Waukegan Road, which will impact traffic to the Library. Ms. Falasz-Peterson informed the board of the next Friends of the Library meeting, March 23, 2023.

7. OLD BUSINESS

A. Family Days (DISCUSSION)

Ms. Falasz-Peterson gauged interest in board participation in the Village's Fourth of July Parade.

8. NEW BUSINESS

A. Employee Handbook Updates (ACTION)

Ms. Falasz-Peterson outlined the changes the HR Committee is proposing for the employee handbook, mostly regarding the clarification of language.

Section IV - 6 Sexual and Other Forms of Harassment and Retaliation

MOTION: Mr. Schriftman made a motion to approve the clarifying language added to this policy, seconded by Ms. Wallace.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.

The motion was approved.

Section IV - 6 On-the-Job Behavior / Breaches of Conduct

MOTION: Mr. Schriftman made a motion to approve the clarifying language added to this policy, seconded by Ms. Wallace.

Vote: 4 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Emily Wallace, and Kyle Stone.
1 No - Howard Handler
The motion was approved.

Section V - 12.3 Cellular Phones, Two - Way Radio and Library Phone Use

MOTION: Mr. Schriftman made a motion to approve the addition of a monthly stipend for cellular phone service for eligible staff, seconded by Ms. Wallace.

Vote: 2 Yes – Seth Schriftman - Treasurer and Emily Wallace.
3 No - Kyle Stone, Luisa Ellenbogen, and Howard Handler.
The motion was not approved.

Section IX - 5 Funeral / Bereavement Leave

MOTION: Mr. Schriftman made a motion to approve the update to the Bereavement Leave Policy to comply with state law, seconded by Ms. Wallace.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.
The motion was approved.

Section IX - 9 Family Medical Leave Act (FMLA)

MOTION: Mr. Schriftman made a motion to approve the addition of clarifying language to the FMLA guidelines outlined in the Employee Handbook, seconded by Ms. Wallace.

Vote: 5 Yes – Seth Schriftman - Treasurer, Luisa Ellenbogen - Secretary, Howard Handler, Emily Wallace, and Kyle Stone.
The motion was approved.

Ms. Ellenbogen has asked that the next time the HR Committee meets to ensure that language for all aforementioned updates are gender inclusive.

B. Farmers Market Dates (DISCUSSION)

Ms. Falasz-Peterson requested that the board select three dates for the Farmer's Market Board.

9. OTHER
None

At 7:30 p.m., Ms. Wallace made a motion to move into Executive Session, seconded by Mr. Schriftman.

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

The Board returned to the Open Meeting at 8:24 pm.

12. ADJOURNMENT

At 8:24 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

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

The motion was approved.

DocuSigned by:

Luisa Ellenbogen

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Luisa Ellenbogen, Secretary