

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
August 24, 2023

1. ROLL CALL & CALL TO ORDER

President Luisa Ellenbogen called the meeting to order at 6:30 p.m., in the Meeting Room, 920 Waukegan Road, Deerfield, IL.

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

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.

Bill Seiden, Village Liaison.

Cindy Park, Auditor from BakerTilly.

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

None.

3. APPROVAL OF MINUTES

A. June 21, 2023 Executive Session Meeting (ACTION)

MOTION: Ms. Emily Wallace made a motion to approve the June 21, 2023 Executive Session Meeting minutes, seconded by Mr. Seth Schriftman.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

B. July 19, 2023 Regular Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the July 19, 2023 Regular Meeting minutes, seconded by Mr. Ken Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler and Emily Wallace.

The motion was approved.

4. TREASURER REPORT

Mr. Schriftman presented the Treasurer Report for July.

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

MOTION: Ms. Wallace made a motion to approve the July Financials, seconded by Mr. Howard Handler.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

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 July, which included:

- Petty Cash, Check Num 747, Bank Financial	\$	42.13
-Electronic Payments, 4 ACHs, WinTrust	\$	213.85
-AP Checks 13865-13914, 13 ACHs, WinTrust	\$	<u>148,002.91</u>
The total amount presented for approval	\$	148,258.89

MOTION: Ms. Wallace made a motion to approve the Lists of Checks and Payments, seconded by Ms. Ellenbogen.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

C. FY 2022 Audit Presentation

Ms. Cindy Park, an auditor from BakerTilly, gave a presentation on the audit that was conducted of the financial fitness of the Deerfield Public Library.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden had nothing to report from the Village.

6. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave her report outlining the increased traffic the Library has seen during the summer as evidenced by increased circulation numbers.

A. Finance Committee Meeting Dates

Ms. Falasz-Peterson reminded the Board of the upcoming September 20, 2023 meeting.

7. OLD BUSINESS

None.

8. NEW BUSINESS

A. Acceptance of FY 2022 Audit (ACTION)

MOTION: Ms. Wallace made a motion to accept the FY 2022 Audit, seconded by Ms. Ellenbogen.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

B. Motion to Destroy Verbatim Recordings of Previously Closed Minutes per 5 ILCS 120/2.06(c) (ACTION)

MOTION: Mr. Abosch made a motion to that the Deerfield Public Library Board of Trustees approves the destruction of the verbatim audio recordings of the following closed meeting minutes: December 14, 2016, March 15, 2017, July 19, 2017, August 16, 2017, October 18, 2017, December 19, 2017, March 21, 2018, April 18, 2018, May 16, 2018, June 20, 2018, November 14, 2018, December 12, 2018, March 20, 2019, April 17, 2019, June 19, 2019, and July 21, 2021. All written minute requirements have been met per 5 ILCS 12/2.06 (a). The motion was seconded by Mr. Schriftman.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

C. Building Update Report (ACTION)

MOTION: Mr. Schriftman made a motion to accept the Building Update Report, seconded by Ms. Wallace.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

D. Collection Development Policy (ACTION)

MOTION: Ms. Wallace made a motion to accept the updated Collection Development Policy, seconded by Mr. Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

E. Study Room Policy (ACTION)

MOTION: Mr. Handler made a motion to accept the updated Study Room Policy, seconded by Mr. Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

F. Tutor Policy (ACTION)

MOTION: Mr. Abosch made a motion to accept the updated Tutor Policy, seconded by Ms. Wallace.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

G. Unattended Children & Vulnerable Adults Policy (ACTION)

MOTION: Mr. Schriftman made a motion to accept the updated Unattended Children & Vulnerable Adults Policy, seconded by Mr. Abosch.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

H. Meeting Room Policy (ACTION)

MOTION: Mr. Handler made a motion to accept the updated Meeting Room Policy, seconded by Ms. Wallace.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

I. Computer & Internet Use Policy (ACTION)

MOTION: Ms. Wallace made a motion to accept the Computer & Internet Use Policy, seconded by Mr. Schriftman.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

9. OTHER

None.

10. ADJOURNMENT

At 7:31 p.m., Ms. Wallace made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 5 Yes - Luisa Ellenbogen- President, Seth Schriftman - Treasurer, Ken Abosch - Secretary, Howard Handler, and Emily Wallace.

The motion was approved.

DocuSigned by:



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Ken Abosch, Secretary