

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
January 17, 2024

1. ROLL CALL & CALL TO ORDER

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

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

Staff: Amy Falasz-Peterson, Library Director; Melissa Stoeger, Assistant Director of Adult and Youth Services; Kelly DeCorrevont, Head of Finance, Stephanie Scaletta, Communication and Outreach Manager; Emily Koch; Assistant Manager of Youth Services; Zoe Garden, Communications Coordinator; and Jasmine Hosein, Administrative Associate.

Stephanie Brand arrived at 6:33 pm.

A. Swearing in of Newly Appointed Board Member

Mr. Kent Street, Village Manager from the Village of Deerfield swore in Mr. Josh Charlson.

B. Signing of Oath of Office

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

None.

3. APPROVAL OF MINUTES

A. November 15, 2023 Regular Meeting (ACTION)

MOTION: Ms. Emily Wallace made a motion to approve the November 15, 2023 Regular Meeting minutes, seconded by Mr. Charlson.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

B. November 15, 2023 Executive Session Meeting (ACTION)

MOTION: Ms. Wallace made a motion to approve the November 15, 2023 Executive Session Meeting minutes, seconded by Ms. Stephanie Brand.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

C. December 11, 2023 Special Meeting (ACTION)

MOTION: Ms. Wallace made a motion to approve the December 11, 2023 Special Meeting minutes, seconded by Mr. Ken Abosch.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

D. December 11, 2023 Executive Session Meeting (ACTION)

MOTION: Ms. Wallace made a motion to approve the December 11, 2023 Executive Session Meeting minutes, seconded by Mr. Abosch.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

4. TREASURER REPORT

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

Mr. Seth Schriftman gave the financial report.

MOTION: Mr. Abosch made a motion to approve the November & December Financials, seconded by Ms. Ellenbogen.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

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 November & December, which included:

<u>November</u>	
-Bank Financial Petty Cash, Check Num 752-754	\$ 145.73
-Electronic Payments, 2 ACHs, WinTrust	\$ 36.34
-AP Checks 14058 - 14104, 13 ACHs, WinTrust	<u>\$ 783,073.65</u>
The total amount presented for approval	\$ 783,255.72
<u>December</u>	
-Bank Financial Petty Cash, Check Num 755	\$ 36.11
-Electronic Payments, 2 ACHs, WinTrust	\$ 39.39
-AP Checks 14105-14180, 10 ACHs, WinTrust	<u>\$ 368,278.53</u>
The total amount presented for approval	\$ 368,354.03

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

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

5. STAFF PRESENTATION: Emily Koch, Assistant Manager, Youth Services.

Ms. Emily Koch gave a presentation on diversity in collection development, specifically for Youth Services.

6. VILLAGE LIAISON REPORT

None.

7. LIBRARY DIRECTOR'S REPORT

Ms. Amy Falasz-Peterson gave the Director's report and introduced Ms. Stephanie Scaletta, the new Communications and Outreach Manager, and Ms. Zoe Garden, Communications Coordinator. Ms. Scaletta shared some of the goals for communications and outreach. Ms. Garden gave a brief overview of the 2023 Social statistics.

A. Building Updates Report

Ms. Falasz-Peterson gave a building update regarding the completion of the Patron Services workroom, the Library of Things shelving, and new newspaper racks. In the coming weeks a new front desk will be installed, new furniture will be delivered alongside any other finishing touches.

8. OLD BUSINESS

A. Staff Holiday Party

9. NEW BUSINESS

A. Personal Time Policy Update (ACTION)

MOTION: Mr. Schriftman made a motion to approve the Personal Time Policy Update seconded by Ms. Wallace.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

10. OTHER

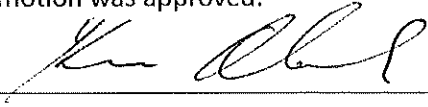
None.

11. ADJOURNMENT

At 7:37 p.m, Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Charlson.

Vote: 6 - Yes Luisa Ellenbogen, Seth Schriftman, Ken Abosch, Emily Wallace, Stephanie Brand, and Josh Charlson.

The motion was approved.

A handwritten signature in black ink, appearing to read 'Ken Abosch', written over a horizontal line.

Ken Abosch, Secretary