DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 13, 2017

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.


Mr. Bill Seiden, Village Liaison.

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Kary Henry, School Outreach Coordinator, Meg Anthony, Head of Youth Services.

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

3. STAFF PRESENTATION: Kary Henry, School Outreach Coordinator
Ms. Kary Henry gave a presentation on Connecting with the Community in her role as the School Outreach Coordinator. In addition to all the outreach work Ms. Henry does with schools, she also shared information about the new 1,000 Books Before Kindergarten program: Plant the Seed. Grow a Reader. Ms. Wener loves this program and suggested that there should be an article. Mr. Stone complimented Ms. Henry on her presentation.

4. APPROVAL OF MINUTES
   A. August 16, 2017 Regular Session Meeting
Mr. Handler had some feedback regarding the Book Drop discussion. Please add the language: The Board would like to dedicate the Book Drops to the Friends of the Deerfield Library.

MOTION: Ms. Wener made a motion to approve the August 16, 2017 Regular Session Meeting minutes with the additional language as amended, seconded by Ms. Ellenbogen.

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

   A. August 16, 2017 Executive Session Meeting
MOTION: Mr. Stone made a motion to approve the August 16, 2017 Executive Session Meeting minutes, seconded by Ms. Wener.

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

5. CONSENT AGENDA ADOPTION
   A. Financials: August Balance Sheet, Revenues & Expenses
Mr. Handler made a comment that our PMA investment rates have improved significantly this past year. Ms. Kelly DeCorrevont discussed that the Library has their investments maturing periodically throughout
the year. It gives the Library the opportunity to get the best market rates at the time of maturity. Mr. Schriftman pointed out that the Library has investment ladder schedule for that reason.

MOTION: Mr. Schriftman made a motion to approve the August Financials, seconded by Mr. Stone.

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

6. TREASURER REPORT
   A. 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 $126.25
   - Petty Cash Checks 594-597, Bank Financial $101.39
   - AP Checks 2341-2392, 8 ACHs, WinTrust $115,294.23
   The total amount presented for approval $115,521.87

MOTION: Ms. Wener made a motion to approve the August list of checks and payments, seconded by Mr. Schriftman.

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

   B. Proposed FY 2018 Budget & 2017 Levy Request Discussion
   Mr. Schriftman discussed the FY 2018 Budget Worksheet Draft document. Mr. Schriftman highlighted the updates made on this document. The 2017 projected year end column, the 2018 Friends Contribution line item as well as Admin Programs and Other Office Support line items reduced. Ms. Wener thanked Ms. Falasz-Peterson and Ms. DeCorrevont for all of their hard work preparing these budget documents and supplying additional information. Mr. Stone will like to set a meeting with Ms. DeCorrevont or the Board Treasurer in the next month. Mr. Schriftman asked Ms. DeCorrevont to share the 2017 Budget Descriptions document and the Fund Balance Policy document to the board as a whole again prior to next Finance Committee Meeting. Ms. Wener asked all board members to get their 2018 budget questions to staff in advance prior to the next Board Meeting. Mr. Handler requested the FY 2018 Budget Worksheet Draft document be posted on the Library’s website. Staff will display the word “draft” on the existing document. Ms. Wener asked the present board members: Mr. Handler, Ms. Ellenbogen and Mr. Stone if they have any questions. Mr. Handler did not have any questions. Mr. Stone and Ms. Ellenbogen did not have any concerns.

7. VILLAGE LIAISON REPORT
   Mr. Bill Seiden gave the Village Update.

8. LIBRARY DIRECTOR’S REPORT
   Ms. Amy Falasz-Peterson asked the Board for a preference for the Annual Holiday Party at the Deerfield Golf Club. The group agreed that Friday, January 12 would work. On Tuesday, September 19, the Library is hosting the Deerfield Fine Arts Commission Reception for the Village’s annual public art competition at 6 p.m. On Monday, September 25, the Friends of the Library are having their regular meeting. Library staff shared the polo and fleece ordering information. Please let staff know if you’re interested in
attending the Multi-Board Reception at the Patty Turner Center on October 12. Staff have begun discussions about the extended hours for High School Finals next January. Mr. Handler suggested putting signage, like a banner, in the front of the Library on Waukegan Road. Ms. Falasz-Peterson indicated she would investigate this suggestion.

9. STRATEGIC PLAN UPDATE: REVIEW
Ms. Falasz-Peterson reported on the Strategic Plan progress. Staff has enhanced our Library Collections. Staff have installed a lower level self-check. Staff is looking at ways of incorporating non-traditional items to our collection. Staff strives to provide superior services and experiences. Staff has starting researching the Material Vending options for our patrons.

10. OLD BUSINESS
   A. Possible Meeting Dates for Closed Minutes Review
Ms. Wener wanted Ms. Falasz-Peterson to check with the Board Secretary on the meeting dates first, and then present the date options to the board as a whole.

11. NEW BUSINESS
   A. Approval of Proposed 2018 Board Meeting Dates
   MOTION: Mr. Handler made a motion to approve the Proposed 2018 Board Meeting Dates at a 6:30 p.m. start time, seconded by Mr. Stone.
   Vote: 5 Yes - Maureen Wener, Seth Schriftman, Howard Handler, Luisa Ellenbogen, and Kyle Stone. The motion was approved.

   B. Approval of Proposed 2018 Holidays and Closed Dates
   Postponed to the next board meeting

   C. Approval of Quote for Replacement Servers
   Postponed to the next board meeting

12. OTHER

13. ADJOURNMENT

At 7:59 p.m., Mr. Schriftman moved to adjourn the meeting seconded by Ms. Wener.

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

Ken Abosch, Secretary