DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 18, 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.

Present Board Members: Maureen Wener – President, Ken Abosch– Secretary, Seth Schriftman – Treasurer, Mike Goldberg, Howard Handler, Luisa Ellenbogen and Kyle Stone.

Mr. Bill Seiden, Village Liaison.

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Tom Owen, IT Manager

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

3. STAFF PRESENTATION: Tom Owen, IT Manager
Mr. Tom Owen presented information on the proposed server upgrade project. Mr. Owen stated that the proposed replacements are the virtual servers running on the host. He anticipates that the work will be done after hours to reduce any down time. Ms. Wener thanked Mr. Owen for the additional information. The Board really appreciated Mr. Owen taking the time to come in and speak at the meeting. Mr. Kyle Stone thanked Mr. Owen for the organization of his memo. It was easy to read and got to the point.

MOTION: Mr. Schriftman made a motion to approve the Quote for Replacement Servers, seconded by Mr. Stone.
The motion was approved.

4. APPROVAL OF MINUTES
   A. September 13, 2017 Regular Session Meeting

MOTION: Mr. Goldberg made a motion to approve the September 13, 2017 Regular Session Meeting minutes, seconded by Mr. Schriftman.

The motion was approved.

5. CONSENT AGENDA ADOPTION
   A. Financials: September Balance Sheet, Revenues & Expenses, Quarterly Reports
Mr. Seth Schriftman presented the consent agenda.

MOTION: Mr. Schriftman made a motion to approve the September Financials, seconded by Ms. Wener.
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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, 3 ACHs, WinTrust  
$ 129.65  
-Petty Cash Checks 598-599, Bank Financial  
$ 70.45  
-AP Checks 2393-2459, 10 ACHs, WinTrust  
$ 118,798.08  
The total amount presented for approval  
$ 118,998.18  

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

The motion was approved.

B. Proposed FY 2018 Budget & 2017 Levy Request  
Mr. Schriftman thanked Ms. Amy Falasz-Peterson and Ms. Kelly DeCorrevont and other library staff for their effort in preparing the document. Mr. Schriftman presented the FY 2018 Budget & 2017 Levy Request.

MOTION: Mr. Schriftman made a motion to approve the FY 2018 Budget & 2017 Levy Request, seconded by Ms. Wener.  
1 No – Howard Handler.  
The motion was approved.

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

8.   LIBRARY DIRECTOR’S REPORT  
Ms. Amy Falasz-Peterson reported that the annual Holiday Party is scheduled for January 12, 2018 at the Deerfield Golf Club. The Library received some water in the Quiet Room during the storm on October 14. Our Digital Communications Coordinator tendered her resignation. The first two book drops have been replaced with new drops that are larger in size.

The board asked what the pop up library was at the Deerfield train station. Ms. Falasz-Peterson explained that Judy Hoffman and Claire Steiner sat at the train station to talk to commuters about our digital services. Ms. Falasz-Peterson reported that there is a new book shelf with library materials at the Deerfield Park District. This is located by the registration desk and has materials for people to browse while they wait in the Park District. The collection of books on display will be changed monthly and there will be bigger signage to make it clear that the books are the library’s collection. Ms. Ellenbogen asked
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about the Collection HQ challenge and Ms. Falasz-Peterson reported that it is a way to encourage our
selectors to use software to develop a comprehensive collection for our library.

9. STRATEGIC PLAN UPDATE: REVIEW
Ms. Falasz-Peterson reported on the Strategic Plan progress.

10. OLD BUSINESS
   A. Possible Meeting Date for Closed Minutes Review:
   Upon discussion, Mr. Abosch indicated that he would like the whole board to attend this review. As
   such, he will send a number of possible dates to Ms. Falasz-Peterson who will then share those dates
   with the entire board. Mr. Abosch believes that a thorough review will take approximately three hours.

   B. Approval of Proposed 2018 Holidays & Closed Dates

   MOTION: Mr. Abosch made a motion to approve the Proposed 2018 Holidays & Closed Dates, seconded
   by Mr. Schriftman.

   Vote: 7 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg, Howard Handler, Luisa
   The motion was approved.

   C. Approval of Quote for Replacement Servers

   This was addressed at the beginning of the meeting.

   MOTION: Mr. Schriftman made a motion to approve the Quote for Replacement Servers, seconded by
   Mr. Stone.

   Vote: 7 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg, Howard Handler, Luisa
   The motion was approved.

11. NEW BUSINESS
   A. 2018 Per Capita Grant Requirement Training: Trustee Facts File, Chapters 1-5
   B. 2018 Per Capita Grant Requirement Standards Review: “Safety”

   Ms. Falasz-Peterson reported that she has begun work on the 2018 Per Capita grant application. The
   board was sent the first few chapters of the Trustee Facts File, which cover topics such as duties of a
   board member as well as the history of public libraries in the United States.

12. Executive Session 5 ILCS 120/2 c 1 to Discuss Employee Performance
At 7:22 p.m. Ms. Wener made a motion to move into Executive Session, seconded by Mr. Goldberg.

   Vote: 7 Yes - Maureen Wener, Ken Abosch, Seth Schriftman, Mike Goldberg, Howard Handler, Luisa
   The motion was approved.
At 8:18 p.m. the meeting moved back into Open Session.

13. OTHER
There was no other business.

14. ADJOURNMENT

At 8:19 p.m., Ms. Wener moved to adjourn the meeting.

The motion was approved.

Ken Abosch, Secretary