Deerfield Public Library Board of Trustees  
Regular Meeting Minutes  
February 15, 2017  

1. ROLL CALL AND 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, Seth Schriftman – Treasurer, Ken Abosch – Secretary, Mike Goldberg, Howard Handler, and Jean Reuther.  
Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager and Tom Owen, IT Manager.  
Bill Seiden, Village Liaison.  

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD, and CORRESPONDENCE  

3. STAFF PRESENTATION: Tom Owen, IT Manager  
Mr. Tom Owen gave a presentation on the Digital Media Lab, Maker Committee, New Tech Programs and Kits and Infrastructure Upgrades. The IT Department focus is on Strategic Initiative D in the Library’s Strategic Plan. The 3D Printer is currently being tested and trained by staff, with a goal to have at least three 3D Printer related summer programs for both Youth and Adult Services. Youth Services is working with STEM kits such as Makey Makey to introduce kids to new tech. Mr. Seth Schriftman and Ms. Wener thanked Mr. Owen for the great presentation.  

4. APPROVAL OF MINUTES  
   a. January 18, 2017 Regular Board Meeting  

MOTION: Mr. Howard Handler made a motion to approve the Regular Meeting minutes with the added verbiage, seconded by Mr. Ken Abosch.  
Vote: 6 Yes - Maureen Wener, Seth Schriftman, Ken Abosch, Mike Goldberg, Howard Handler, and Jean Reuther.  
The motion was approved.  

5. CONSENT AGENDA ADOPTION  
   a. January Financials: Balance sheet, Revenues and Expenses, Year End Payroll Liability  

MOTION: Mr. Schriftman made a motion to approve the January Financials, seconded by Ms. Wener.  

Vote: 6 Yes - Maureen Wener, Seth Schriftman, Ken Abosch, Mike Goldberg, Howard Handler, and Jean Reuther.  
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:
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-Electronic Payments, 4 ACHs, WinTrust $ 127.20
-Petty Cash Checks 568-571, Bank Financial $ 170.06
-AP Checks 1883-1982, 5 ACHs, WinTrust $ 262,330.07
The total amount presented for approval $ 262,627.33

MOTION: Mr. Schriftman made a motion to approve the January list of checks and payments, seconded by Ms. Wener.
Vote: 6 Yes - Maureen Wener, Seth Schriftman, Ken Abosch, Mike Goldberg, Howard Handler, and Jear Reuther.
The motion was approved.

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

8. MEMORIALS COMMITTEE REPORT
Ms. Amy Falasz-Peterson gave the Memorials Committee Update. The Giving Tree has been installed in the Library. The reception honoring the first group of nominees is scheduled for Thursday March 9, 2017 from 5:00 p.m. - 6:30 pm.

9. LIBRARY DIRECTOR REPORT
Ms. Falasz-Peterson gave the Library Director Report. It is the last call for the Legislative Breakfast on Monday. There are 20 legislators attending including Julie Morrison. Given that we have had some issues with the post office delivering the packets in a timely fashion, Ms. Falasz-Peterson asked if the board would like to still receive a hard copy. Ms. Falasz-Peterson reported on a possible library theft ring that has been discovered in the area. While our loss was around $1,000, there were some libraries that lost significantly more materials. As a result, we have tightened up our procedures for Reciprocal Borrowers.

a. Farmer’s Market
The Board would like to take two Saturdays to work a table. One Saturday that aligns with Harvest Day, and/or September Dates.

b. IPLAR Highlights
Ms. Falasz-Peterson gave a copy of the draft 2017 IPLAR to Board Members. Ms. Falasz-Peterson shared interesting highlights from the report.

10. STRATEGIC PLAN IMPLEMENTATION UPDATE
Ms. Falasz-Peterson reported that the Baby Storytime Garden is being constructed. The cost of the garden has increased and the Friends of the Library generously offered to pay for the entire amount. The IT projects in progress were reported on earlier in the meeting. Ms. Falasz-Peterson pointed out that we have increased our displays in some high traffic areas and encouraged the Board to check out the “Blind Date with a Book” display. Ms. Falasz-Peterson will report on expanding community partnerships later in the agenda. Ms. Wener asked to have a document that shows the Strategic Plan Progress for the summer meeting.

11. OLD BUSINESS
a. Public Comment Policy (ACTION)
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Mr. Mike Goldberg presented the updated Public Comment Policy. Mr. Handler advised to change the word from Board to Library on Paragraph 5.

MOTION: Mr. Goldberg made a motion to approve the Public Comment Policy with the change of the word “Board” to “Library” on Paragraph 5, seconded by Mr. Schriftman.
Vote: 6 Yes - Maureen Wener, Seth Schriftman, Ken Abosch, Mike Goldberg, Howard Handler, and Jean Reuther.

b. Information regarding Extended Hours
Ms. Wener discussed how this topic came about. A representative of a group of resident parents came to her and asked if we would consider extending hours for Finals Week. At the January meeting, the Board asked staff to investigate the cost of extending hours on the weekend before Finals. Ms. Falasz-Peterson discussed the staffing impact and potential costs. Mr. Schriftman suggested a trial run in May to see if it’s a good fit for students and the Library. Mr. Goldberg likes the idea and thinks it would be very successful. Ms. Reuther does not like the idea and thinks the teens would interrupt other patrons in the Library. Ms. Reuther’s main concern was the staff reaction to this proposal. The Board discussed how working the two weekends for finals should not be mandatory. Mr. Handler discussed how we took some steps backwards in getting rid of the Teen Study Lounge and now he feels we are recommending we move several steps forward. Mr. Abosch asked Ms. Falasz-Peterson her opinion. Ms. Falasz-Peterson stated that she did not get an overwhelmingly enthusiastic response from staff but could see the potential value, if it were a successful event. Mr. Goldberg and Mr. Abosch agree that the Library should test this idea and extend hours to be open until 9:00 p.m. over two weekends for finals. Mr. Schriftman and Ms. Wener both agree that a trial run would be a good idea.

MOTION: Mr. Goldberg made a motion to extend hours over two weekends for Finals as a trial run seconded by Mr. Abosch.
Vote: 4 Yes - Maureen Wener, Seth Schriftman, Ken Abosch, Mike Goldberg
2 No – Howard Handler and Jean Reuther
The motion passed.

12. NEW BUSINESS
a. Staff Survey
Mr. Abosch stated he sent out the Staff Survey Draft for Board Review and asked if there were any comments. Ms. Falasz-Peterson will work with Mr. Abosch directly regarding the timing of the survey. The Library will send out the link in an email to all staff and the results will go to Mr. Abosch only. The survey and procedure to collect data is completely anonymous and will be aggregated data and shared all together. The results of the survey will be shared with the Board and Library Staff.

b. Service Area Committee Discussion (ACTION)
Mr. Handler discussed how he is the Chair of this Committee and is asking the Board to dissolve this Committee. Mr. Abosch discussed how they did meet with Riverwoods and Bannockburn in previous years. The Board requested Library Staff to explore the possibility of creating a brochure to explain the value of a library card here in Deerfield by highlighting the Non-Resident Card Policy.

MOTION: Mr. Goldberg made a motion to disband the Service Area Committee until a future need, seconded by Mr. Handler.
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Vote: 6 Yes - Maureen Wener, Seth Schriftman, Ken Abosch, Mike Goldberg, Howard Handler, and Jean Reuther.

c. Draft Intergovernmental Agreement for Library Services (ACTION)
Ms. Falasz-Peterson discussed the Draft Intergovernmental Agreement for Library Services. The Library reached out to District 109 to see if they were interested in this type of agreement and they were. The District would be responsible for any fines or fees connected to services and collections. We want this to be as user friendly as possible. The Policy Committee has agreed to review this Draft Intergovernmental Agreement for Library Services.

d. Other
Mr. Goldberg discussed there was a Supreme Court update on Open Meeting Acts. Mr. Goldberg asked the Library Staff to include it on the March Agenda. Mr. Goldberg discussed an article about the idea of picture books and making sure our Library has interracial and diverse pictures in picture books. The Board wants Youth Services to give them an update on how diverse our materials are within the Library. The Board expressed the need to have diverse books. Mr. Handler said it was nice that the Library posted the Board By-Laws on the website. The Policy Committee has also agreed to review the By-Laws.

13. ADJOURNMENT
Mr. Goldberg moved to adjourn the meeting at 8:33 p.m. seconded by Mr. Abosch.

Ken Abosch, Secretary

Minutes approved by the Board on April 19, 2017