DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
September 18, 2019

1. ROLL CALL & CALL TO ORDER
Secretary 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 – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Kyle Stone and Howard Handler.

Village: Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Esther Park, Administrative Assistant

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
Mr. John Thissan offered his support for a patron who was the subject of a patron ban that the Board is addressing later in the agenda.

3. APPROVAL OF MINUTES
   A. August 21, 2019 Regular Session Meeting (ACTION)
MOTION: Mr. Seth Schriftman made a motion to approve the August 21, 2019 Regular Session Meeting minutes, seconded by Mr. Kyle Stone.

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

4. TREASURER REPORT
   A. Financials: Balance Sheet, Revenues & Expenses (ACTION)
Mr. Schriftman presented the Financials.

MOTION: Ms. Wener made a motion to approve the August Financials, seconded by Ms. Ellenbogen.

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

   B. 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 $ 126.12
- Petty Cash Checks 670-671, Bank Financial $ 39.00
- AP Checks 11140-11204, 13 ACHs, WinTrust $ 77,059.11
The total amount presented for approval $ 77,224.23
MOTION: Mr. Stone made a motion to approve the August list of checks and payments, seconded by Mr. Handler.

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

Mr. Schriftman stated that next Finance Committee Meeting for September 23, 2019 at 6:00 p.m. Mr Schriftman asked Ms. Falasz-Peterson to post the draft budget online.

5. VILLAGE LIAISON REPORT
Mr. Bill Seiden gave the Village report.

6. LIBRARY DIRECTOR’S REPORT
   A. Fine Free Information
Ms. Falasz-Peterson shared that while there is interest to become a fine free library, that it needs to be researched further. Ms. Falasz-Peterson explained she would express the costs associated with going fine free because patrons would still be billed if materials become overdue. Board and Ms. Falasz-Peterson discussed how auto-renewals or finding the materials at a later date would affect the fine free process and the impact it would have on circulation. Mr. Schriftman asked at what point would the library not allow refunds even after the material is found but the lost item had been billed. Mr. Stone asked if there is a secondary reason besides barrier of access. Ms. Wener asked if auto-renewals would be continued if we become fine free. There is considerable more discussion about the pros and cons of going fine free - the impact on circulation, our budget, patrons’ reactions. Ms. Falasz-Peterson thanked the Board for their questions and comments and will have more information for the October meeting, as explained in the packet memo.
   
   B. Strategic Plan Update
Ms. Falasz-Peterson reported that MakerSpace construction has started.

Ms. Falasz Peterson shared Board that the DFAC meeting is scheduled for tomorrow at 6 pm.

Ms. Falasz-Peterson shared the impact the Macmillan embargo has on patrons’ access to electronic resources. She plans on updating the staff soon.

7. OLD BUSINESS
   A. MakerSpace Update
Ms. Falasz-Peterson expressed to the Board how conscientious W.B Olson has been in being considerate of staff workspaces while working, and answering her questions. Ms. Wener asked if a few Board members could be present at the MakerSpace completion.
Ms. Ellenbogen asked if there are demands for program requests and if additional programming can be accommodated in the MakerSpace. Ms. Falasz-Peterson stated that staff are planning on utilizing the MakerSpace for programming.

B. Farmers Market Report
Mr. Schriftman, Mr. Stone, Ms. Ellenbogen and Ms. Wener were present at the Farmers Market. The Board Members were available to take questions, comments and took notes and shared with Ms. Falasz-Peterson. Ms. Ellenbogen found it a useful time to talk to the public to collect feedback. She is interested in driving more traffic and is interested in creating more giveaway opportunities. All who attended agreed that it was a successful event.

Ms. Ellenbogen shared observation that there’s been more questions at the media desk. Ms. Falasz-Peterson confirmed that it was expected due to the location being in a more prominent space.

8. NEW BUSINESS
   A. Recommended Patron Ban (ACTION)
Ms. Falasz-Peterson began discussion and summarized the conversation that took place between the staff member and the temporarily banned patron and how it led to him being banned from the library until further notice. She also shared his response with the Board. Ms. Falasz-Peterson said that she will follow up with the patron after the decision is made tonight but that staff should not feel obligated to respond to ill timed and tasteless humor from patrons.

Mr. Stone asked some clarifying questions. Mr. Schriftman asked if there had been similar incidents in the past. Mr. Schriftman also asked if this is the first time that a patron had sent a letter to the Board asking to be reinstated.

MOTION: Ms. Wener made a motion to lift the temporary Patron Ban, advising Director to send email and certified letter explaining ban lifted and zero tolerance policy moving forward regarding any threatening language, seconded by Mr. Stone.

Ms. Wener thanked Mr. Thissan again for coming. The three public attendees who came on behalf of the patron left the meeting at 7:52 pm.

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

B. Self Check Upgrade (ACTION)
MOTION: Mr. Schriftman made a motion to approve the proposed self check upgrade, seconded by Mr. Stone.
Ms. Falasz-Peterson shared that it was a good time to upgrade our selfcheck stations and that we had planned for it in our budget. It will cost $34,172 to upgrade four selfcheck stations.

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

9. OTHER
Mr. Handler brought up whether or not libraries should offer free feminine products in restrooms. Ms. Wener wished Ms. DeCorrevont a happy birthday.

10. ADJOURNMENT
At 8:05 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wener.

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

Maureen Wener, Secretary