DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES  
VIRTUAL MEETING MINUTES  
November 18, 2020

1. ROLL CALL & CALL TO ORDER  
President Ken Abosch called the meeting to order at 5:30 p.m., virtually and by phone. Residents wishing to share thoughts about any matter concerning the Library may do so by submitting an email to amy@deerfieldlibrary.org prior to the meeting. None were received.


Village: Bill Seiden  
Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Esther Park, Admin Assistant.

2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE  
The library had staff members: Tom Owen, Pam Skittino, Melissa Stoeger and Kary Henry on the call. There was one unidentified person on the call.

3. APPROVAL OF MINUTES  
A. October 21 2020 Regular Meeting (ACTION)  
MOTION: Mr. Kyle Stone made a motion to approve the October 21, 2020 Regular Meeting minutes, seconded by Ms. Maureen Wener.


The motion was approved.

4. TREASURER REPORT  
Mr. Seth Schriftman, Ms. Amy Falasz-Peterson and Ms. Kelly DeCorrevont attended the past two virtual Village Board Meetings. Ms. Falasz-Peterson spoke about the additional HVAC expenses and will update the board when she receives more information.

A. Financials: Balance Sheet, Revenues & Expenses, Quarterly Reports (ACTION)  
MOTION: Mr. Stone made a motion to approve the October Financials seconded by Mr. Abosch.


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, 4 ACHs, WinTrust $ 126.32
- PC Checks 694-702, Bank Financial $ 60.10
- AP Checks 11960-12007, 10 ACHs, WinTrust $ 92,870.83

The total amount presented for approval $ 93,057.25

MOTION: Mr. Howard Handler made a motion to approve the October list of checks and payments, seconded by Ms. Luisa Ellenbogen.

Vote: 6 Yes — Ken Abosch — President, Maureen Wener — Secretary, Seth Schriftman — Treasurer, Luisa Ellenbogen, Howard Handler and Kyle Stone.

The motion was approved.

5. VILLAGE LIAISON REPORT
Mr. Bill Seiden gave the Village Liaison Report.

6. LIBRARY DIRECTOR’S REPORT
Ms. Falasz-Peterson shared that Heather McCammond-Watts, Head of Youth Services and Kate Fuentes, Youth Services Librarian, have started their roles at the library this week. The library goes fine free on December 1, 2020. It was clarified that 21 days after materials are overdue, library cards are blocked; 28 days after materials are overdue, patrons receive a bill. The library is optimistic that the fines free policy will contribute to an increase in timely returns of library materials.

The library continues to provide virtual services and curbside pick-up. The library received 121 appointment requests for curbside pick-up just in the past two days. Board games and Library of Things items are made available for circulation. Program registration began today. Patron Services are looking for ways to maintain curbside pick-up as we head into the winter season. While staff are encouraged to work from home, there are some tasks that can only be completed inside the library. Staff are continually encouraged to practice safety measures.

The library researched various air filtration information. After conducting this research, four types of potential systems were identified: In-duct air disinfection, upper-air disinfection, in-duct surface disinfection, and portable room decontamination systems. Ms. Falasz-Peterson recommends that the library would need to purchase portable systems if that is the route the library chooses to take. The Board and Library Director were in agreement that further research on portable systems needs to be conducted prior to making the purchase.
Ms. Falasz-Peterson clarified that staff shifts continue to be staggered throughout the day with a maximum of 15 staff members working in a single day. Ms. Falasz-Peterson shared that the library offers virtual staff yoga sessions on Tuesday evenings. The library also sent a small care package to staff to their homes in October. The Board asked how the library handles late or missed curbside pick-up appointments and if there have been many issues.

Mr. Stone asked if the library has seen program attendance from the elderly community. Ms. Falasz-Peterson shared that there have been participants from the elderly community. Ms. Melissa Stoeger shared that the library has had success through Library Lifelines, Books-to-Go, virtual programs and pick-up craft kits.

7. OLD BUSINESS
The Board revisited the decision to open more parts of the Executive Board Meeting Minutes. Mr. Abooch asked the other members to clarify if this decision needs to be voted on at the next meeting. The other members recommended that it be included on the December agenda.

8. NEW BUSINESS
A. Holiday Recognition
Ms. Falasz-Peterson shared that the library is planning a creative way to recognize staff this year as the library will not be hosting a Holiday Party. The library is also providing staff and Board members a Holiday Gift.

B. Per Capita Grant Requirement: Standards for IL Public Libraries Review
Ms. Falasz-Peterson shared that the library reviewed the standards checklist and found that the library will most likely meet the requirements needed to receive the grant. The library is considering adding a policies section for Adult and Youth Services in the future. Once the grant money is received, the library looks to use the grant to supplement our collection.

9. OTHER

10. ADJOURNMENT
At 6:38 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Mr. Stone.


The motion was approved.

Maureen Wener, Secretary