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.

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

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, Sayaka Suzuki, Chase Sachs, Ted Gray, Lance Higginbotham, Heather McCammond-Watts, Cristina Bueno and Melissa Stoeger on the call. There were 2 unidentified callers.

3. **APPROVAL OF MINUTES**

   A. **November 18, 2020 Regular Meeting (ACTION)**

MOTION: Mr. Seth Schriftman made a motion to approve the November 18, 2020 Regular Meeting minutes, seconded by Ms. Luisa Ellenbogen.

Vote: 6 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler and Mike Goldberg.

The motion was approved.

4. **TREASURER REPORT**

Mr. Schriftman presented the November financials. Mr. Abosch asked why we were over budget for Facility Equipment Maintenance. Mr. Schriftman and Ms. Kelly DeCorrevont explained that it was due to additional HVAC expenses. Mr. Schriftman asked for clarification regarding the amount of our capital expenses. Ms. DeCorrevont explained that several larger scale projects have been put on hold and that our capital expenses are reflective of this.

   A. **Financials: Balance Sheet, Revenues & Expenses (ACTION)**

MOTION: Mr. Mike Goldberg made a motion to approve the November Financials seconded by Ms. Maureen Wener.
Vote: 6 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler and Mike Goldberg.

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 $ 125.92
- AP Checks 12008-12080, 13 ACHs, WinTrust $ 129,265.64
The total amount presented for approval $ 129,391.56

Mr. Howard Handler asked if the disinfectant service is monthly. Ms. Amy Falasz-Peterson explained that Best Quality Cleaning service includes additional cleaning services which started in the spring. Mr. Schriftman asked for an update regarding the HVAC which Ms. Falasz-Peterson provided.

MOTION: Mr. Goldberg made a motion to approve the November list of checks and payments, seconded by Mr. Handler.

Vote: 6 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler and Mike Goldberg.

The motion was approved.

5. STAFF PRESENTATION: Updated Services During 2020

Mr. Ted Gray and Mr. Chase Sachs provided an update of the Books to Go program. Mr. Gray shared that Books to Go has seen success over the years due to a combination of promotion and usefulness for the community. Mr. Gray and Mr. Sachs use an online process to communicate with their homebound patrons. This allows for the program to stay relevant during the library closure. Mr. Gray works with Mr. Sachs and Patron Services to coordinate the pulling of the materials and then they are delivered to the patron homes or placed in the vestibules. The library has averaged 25 patrons per delivery. Mr. Sachs shared that patrons view this program as a lifeline and that the program is extremely rewarding when we are able to see the reactions of patrons.

Mr. Abosch asked if the deliveries take place daily or weekly. Mr. Gray clarified that the library delivers once every three weeks. Mr. Schriftman complimented and thanked Mr. Gray and Mr. Sachs for their commitment to this program.

Mr. Handler asked if our partner organizations of the library are aware of the program. Mr. Gray reported that they are.
Mr. Lance Higginbotham provided an overview of curbside pick-up. He explained the importance of having a streamlined process in order to provide efficient service. The library has averaged over 76 appointments per day since November 17. Since beginning the service on June 9, around 21,000 items have been checked out through this service. Ms. Ellenbogen asked if the service is available for reciprocal borrowers. Mr. Higginbotham shared that currently the library provides the service only for Deerfield patrons but believes that this is a service that can be considered for our reciprocal borrowers in the future. There has been various feedback regarding our appointment system, but Mr. Higginbotham stressed that the appointment system is important to keep things running smoothly. Mr. Handler asked what challenges exist if we were to do away with the appointment system. Mr. Higginbotham shared that challenges would arise in the inability to structure the service for efficiency or accommodate for the library’s physical limitations such as parking spaces. Ms. Wener also asked how accommodating patrons believe the appointment system is. Ms. Wener also asked how accommodating patrons believe the appointment system is. Ms. Falasz-Peterson shared that overall, there has been positive feedback. Board members also shared that overall, they have received positive feedback. Ms. Sayaka Suzuki shared that she specifically works with patrons who may be less adept at using the appointment system. Mr. Abosch believes further questions/feedback should be directed to Ms. Falasz-Peterson.

Ms. Suzuki shared that the cumulative average of virtual card registration is 5 per day. There were 79 virtual card registrations in November followed by 57 registrations so far in December. She shared that patrons can register on our website, which is then followed up by a Google Meet appointment. After the patron’s identity is verified via Google Meet, their library card is mailed. The service will be promoted on the e-newsletter. It was noted that there has been positive feedback from the community.

Mr. Abosch and the board thanked staff for their helpful presentations.

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

7. LIBRARY DIRECTOR’S REPORT
   A. Introduction of New Head of Youth Services
Ms. Falasz-Peterson introduced our new Head of Youth Services, Ms. Heather McCammond-Watts. Ms. McCammond-Watts shared her experience of 18 years working in public libraries. She is passionate about early literacy development, storytelling and community engagement. Ms. McCammond-Watts has observed that the community is nature oriented, active and loves dogs. She will plan on catering Youth programs to the community’s needs. The board welcomed Ms. McCammond-Watts.

Ms. Falasz-Peterson thanked the board and staff for their efforts and cooperation and support throughout the year. She shared that the library continues to provide virtual services and that our passive attendance has skyrocketed. While our print circulation is down, our electronic resources usage has increased.
Mr. Abosch thanked the library’s ability to stay viable and handle the challenges of the pandemic while continuing to meet the needs of the community.

8. OLD BUSINESS
   A. Semi-Annual Review of Executive Session Minutes Recommendation (ACTION)
   
   MOTION: Ms. Wener made a motion to close the minutes, seconded by Mr. Schriftman.

   Vote: 6 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler and Mike Goldberg.

   The motion was approved.

9. NEW BUSINESS

10. OTHER

11. ADJOURNMENT
   
   At 6:40 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

   Vote: 6 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler, and Mike Goldberg.

   The motion was approved.

Maureen Wener, Secretary