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, Mike Goldberg, and Kyle Stone.

Village: Bill Seiden
Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Esther Park, Admin Assistant, Pam Skittino, Head of Support Services

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

The library had staff members: Tom Owen, Melissa Stoeger, Mira Desai, and Trisha Rigsby on the call.

3. **APPROVAL OF MINUTES**

   A. **July 15, 2020 Regular Meeting (ACTION)**

   MOTION: Ms. Maureen Wener made a motion to approve the July 15, 2020 Regular Meeting minutes, seconded by Mr. Kyle Stone.

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

   The motion was approved.

   At 5:34 p.m. Ms. Luisa Ellenbogen joined the meeting.

4. **STAFF PRESENTATION: Pam Skittino, Head of Support Services**

Ms. Pam Skittino gave a presentation on the Support Services department. They have been working on essential operations and projects including fixing bugs and record errors, modifying Makerspace floor plans and stack maps for collections, and updating archive data for the Fight to Integrate Deerfield project. Furthermore, projects included the Implementation of online patron registration and EZ Proxy software for the ancestry.com genealogy database. Due dates and patron card expiration dates have been extended. The department continues to stagger shifts for staff. Total circulation of physical materials is roughly 66% of last year. Program attendance was at a similar level to last year. Automatic renewals numbers are pretty consistent. Ms. Wener thanked Support Services for their hard work.

5. **TREASURER REPORT**

   A. **Financials: Balance Sheet, Revenues & Expenses (ACTION)**
DPL Board of Trustees
Virtual Meeting Minutes
August 19, 2020

Mr. Schriftman met with Ms. Kelly DeCorrevont to discuss the library financials. The Board has determined the Finance Committee Meeting will be held virtually on Thursday, September 3, 2020 at 5:30 pm.

MOTION: Mr. Handler made a motion to approve the July Financials seconded by Mr. Mike Goldberg.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler, Mike Goldberg, and Kyle Stone.

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 $ 126.10
- AP Checks 11791-11854, 13 ACHs, WinTrust $ 136,187.19
The total amount presented for approval $ 136,313.29

MOTION: Ms. Maureen Wener made a motion to approve the July list of checks and payments, seconded by Mr. Kyle Stone.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler, Mike Goldberg, and Kyle Stone.

The motion was approved.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Liaison Report.

7. LIBRARY DIRECTOR’S REPORT


Library doors opened on July 27 for limited browsing hours. The library has installed software to count the number of patrons present in the library. One hour computer appointments are now offered to patrons. Staff are working on offering virtual MakerSpace services. Materials are quarantined for four days per the recommendation made by the REALM study. The library is considering ways to reopen the Book Drop to our patrons. Staff are consistently following work guidelines in order to remain protected while working at the library.

Ms. Wener asked if the Friends of the library were still in operation. Ms. Amy Falasz-Peterson stated that the Friends have an upcoming virtual meeting. Mr. Handler asked for clarification regarding the library’s plans for staffing hours as the COVID-19 landscape changes. Ms. Ellenbogen shared that a patron complimented the library on our ability to maintain the same level of service during COVID-19 compared
to our level of service that was provided pre-COVID 19. Mr. Stone believes that the library staff has demonstrated a high level of integrity toward our mission in providing consistent library services to the Deerfield community.

B. John Cotton Dana Award Information
Ms. Falasz-Peterson shared that the library is the recipient of the John Cotton Dana Award and has received an award amount of $10,000. The library has received this award in light of our efforts in preservation and in our ability to highlight issues of social justice. The library is considering using the award toward archives, to help maintain Deerfield history, and also toward programming, which is an important component of our services.

8. OLD BUSINESS
None.

9. NEW BUSINESS

A. DPL Email Addresses for Board Members (DISCUSSION)
It was clarified that all personal emails will need to be in retention for one year prior to switching over to a DPL Email Address. After the switch, emails are subject to the FOIA. Any Board members interested in setting up a DPL Email Address can contact Ms. Falasz-Peterson directly.

B. Approval of Proposed 2021 Board Meeting Dates (ACTION)
MOTION: Mr. Stone made a motion to approve the 2021 Board Meeting Dates, seconded by Mr. Goldberg.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler, Mike Goldberg, and Kyle Stone.

The motion was approved.

C. Approval of Proposed 2021 Holidays and Closed Dates (ACTION)
MOTION: Ms. Wener made a motion to approve the 2021 Holidays and Closed Dates, seconded by Mr. Schriftman.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Howard Handler, Mike Goldberg, and Kyle Stone.

The motion was approved.

D. Approval of Employee Handbook Changes (ACTION)
The Policy Committee met in March 2020 and felt that the outlined proposed changes to the Employee Handbook were acceptable.
MOTION: Mr. Goldberg made a motion to approve the Employee Handbook Changes, seconded by Mr. Handler.

Vote: 7 Yes — Ken Abosch — President, Maureen Wener — Secretary, Seth Schriftman — Treasurer, Luisa Ellenbogen, Howard Handler, Mike Goldberg, and Kyle Stone.

The motion was approved.

E. Reminder: Schedule Finance Committee Meeting Date (DISCUSSION)
Mr. Schriftman confirmed that the Finance Committee Meeting will be held virtually on Thursday, September 3, 2020.

10. OTHER

11. ADJOURNMENT
At 6:44 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

Vote: 7 Yes — Ken Abosch — President, Maureen Wener — Secretary, Seth Schriftman — Treasurer, Luisa Ellenbogen, Howard Handler, Mike Goldberg, and Kyle Stone.

The motion was approved.

Maureen Wener, Secretary