

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING MINUTES
October 21, 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.

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, Judy Hoffman, Outreach Coordinator, Esther Park, Admin Assistant.

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

The library had staff members: Tom Owen, Melissa Stoeger, Cristina Bueno and Kary Henry on the call.

3. APPROVAL OF MINUTES

A. September 16, 2020 Regular Meeting (ACTION)

MOTION: Mr. Seth Schriftman made a motion to approve the September 16, 2020 Regular Meeting minutes, seconded by Ms. Maureen Wener.

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

The motion was approved.

4. TREASURER REPORT

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

MOTION: Ms. Wener made a motion to approve the September Financials seconded by Mr. Mike Goldberg.

Vote: 7 Yes – Ken Abosch – President, Maureen Wener – Secretary, Seth Schriftman – Treasurer, Luisa Ellenbogen, Mike Goldberg, Howard Handler 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	\$ 126.97
-AP Checks 11905-11959, 10 ACHs, WinTrust	\$ <u>85,470.85</u>

The total amount presented for approval \$ 85,597.82

MOTION: Mr. Kyle Stone made a motion to approve the September list of checks and payments, seconded by Mr. Goldberg.

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

The motion was approved.

C. Proposed FY 2021 Budget & 2020 Levy Request (ACTION)

MOTION: Mr. Stone made a motion to approve the FY 2021 Budget & 2020 Levy Request, seconded by Mr. Abosch.

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

The motion was approved.

5. STAFF PRESENTATION: Judy Hoffman, Outreach Coordinator

Ms. Judy Hoffman shared that she is the editor of the library e-newsletter which is now shared twice a month. This is working well for the library as there are around 1,000-1,500 patron views to the e-newsletter. Ms. Hoffman also services the media and press and helps with editorial assistance to staff.

Some of the successful projects this year include raising awareness for the 2020 US Census, creating a first responders video during Fire Prevention Week, and the creation of Community Corners which allows the library to maintain partnerships with various community organizations.

6. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Liaison Report.

7. LIBRARY DIRECTOR'S REPORT

A. COVID-19 Library Response Report: DPL Reopening Update/HVAC Information

Mr. Abosch and Ms. Falasz-Peterson will be attending the annual Deerfield taxing bodies event on October 22, 2020 over zoom. Ms. Falasz-Peterson shared that both open positions in the Youth Services Department have been filled. Heather McCammond-Watts has accepted the role of Head of Youth Services. Kate Fuentes has accepted the role of Youth Services Librarian. Mr. Stone asked what attracted these candidates to Deerfield Public Library. Ms. Falasz-Peterson stated that our library is an attractive place to work for a number of reasons such as the great staff, services and well curated collection of materials.

Ms. Falasz-Peterson is looking forward to discussing the IL Per Capita Grant in more detail in November.

The community experienced an increase of Covid-19 cases and as a result the library continues to monitor recommendations in order to maintain a safe environment. The library anticipates that curbside pickup services may see an increase in utilization. The library's reopening phase plan is a constantly evolving document. Overall, staff have observed compliance with the new COVID rules. Since the library seating has been removed, there have been a few instances where staff have kindly reminded patrons to follow safety guidelines.

Ms. Falasz-Peterson discussed that there hasn't been an exact recommendation on how improved air flow will decrease the spread of the Covid-19 virus, there has been research that the virus passes through droplets in the air. Tony Keaton, our Facility Supervisor along with our HVAC technician, continually research the best practices for our library and the air flow. We are in the process of gathering quotes to add a UV Filter to the HVAC system and investigating the cost to add an additional air handler to improve the rate of recirculation.

Mr. Abosch suggested the library research building standards for air flow since there are no specific recommendations. Mr. Stone appreciates Ms. Falasz-Peterson and the library's efforts to improve air flow and understands the difficulty that goes into improving our system due to the lack of an official health recommendation. Mr. Abosch also appreciates the research that the library has done and will continue to do in order to make modifications that will benefit our building in the long term.

Ms. Ellenbogen asked if patrons were utilizing the Book Drops to which Ms. Falasz-Peterson replied that they were and that Patron Services had implemented a very good system.

8. OLD BUSINESS

A. Executive Meeting Minutes Review Process Update

Ms. Wener explained there was one executive session meeting held on April 15, 2020. Ms. Wener suggested that the Board chooses to open the minutes. Mr. Abosch asked if the minutes should be shared on the screen prior to taking a vote, Board members agreed it was not necessary at this time.

MOTION: Mr. Stone made a motion to open the Executive Meeting Minutes, 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.

9. NEW BUSINESS

A. Election Day Closing State Holiday (ACTION)

DPL Board of Trustees
Virtual Meeting Minutes
October 21, 2020

Ms. Falasz-Peterson recommended that the library remain open on Election Day. The Board agreed with Ms. Falasz-Peterson and therefore, a vote was not necessary.

B. November 25, 2020 Closing (ACTION)

Ms. Falasz-Peterson recommended that the library close on November 25 since the building would be open for one hour to the public.

MOTION: Mr. Schriftman made a motion to approve the November 25, 2020 Closing, seconded by Mr. 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.

10. OTHER

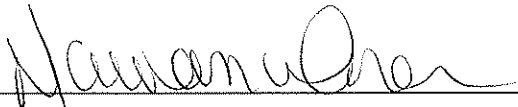
Mr. Handler expressed his excitement regarding the library program An Evening With Dr. Ibram X. Kendi on November 9. He is glad to see that we partnered with other libraries to provide this program to our community.

11. ADJOURNMENT

At 6:46 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