

DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING MINUTES
July 21, 2021

1. ROLL CALL & CALL TO ORDER

President Ken Abosch called the meeting to order at 6:30 p.m., in the meeting room, 920 Waukegan Road, Deerfield, IL.

Present Board Members: Ken Abosch – President, Luisa Ellenbogen - Secretary, Seth Schriftman - Treasurer, Howard Handler, Kyle Stone and Emily Wallace.

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager, Esther Park, Assistant.
Guest: Calvin Kunkel from Baker Tilly.

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

None.

At 6:33 pm, Mr. Howard Handler arrived.

3. APPROVAL OF MINUTES

A. June 16, 2021 Regular Session Meeting (ACTION)

MOTION: Mr. Kyle Stone made a motion to approve the June 16, 2021 Regular Meeting minutes, seconded by Ms. Emily Wallace.

Vote: 5 Yes – Ken Abosch, Luisa Ellenbogen, Howard Handler, Kyle Stone and Emily Wallace.
1 Abstain – Seth Schriftman

The motion was approved.

4. TREASURER REPORT

Mr. Seth Schriftman presented the June financials.

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

MOTION: Mr. Abosch made a motion to approve the June Financials seconded by Ms. Wallace.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

DPL Board of Trustees
Regular Meeting Minutes
July 21, 2021

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	\$ 126.01
-AP Checks 12526-12595, 12 ACHs, WinTrust	<u>\$ 106,048.47</u>
The total amount presented for approval	\$ 106,174.48

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

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

C. Resolution of Association with Deerfield Bank & Trust (ACTION)

The Board had their election of New Officers at the May 19, 2021 Board Meeting. Ms. Luisa Ellenbogen is now the new Library Board Secretary. The Board Secretary is an Officer Position and is to be added to the library bank accounts. The new bank manager at Deerfield Bank & Trust asked bank signers to certify our accounts with new signatures. This took place in June 2021. The Deerfield Public Library would like to formally acknowledge Deerfield Bank & Trust as a depository of public funds.

MOTION: Mr. Schriftman made a motion to formally designate Deerfield Bank & Trust as a depository of public funds, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

Mr. Schriftman discussed the upcoming Finance Committee Meetings. Mr. Schriftman clarified that changes to the budget are presented officially at the second finance committee meeting. Mr. Schriftman stated the Finance Committee will meet at 5:30 pm.

Mr. Schriftman reported that Ms. Kelly DeCorrevont will do an in depth presentation on library finances at an upcoming Board Meeting.

D. Audit Presentation

Mr. Calvin Kunkel from Baker Tilly presented the 2020 Library Audit. The independent auditor's report shows that library financial materials are reasonable in all aspects. Furthermore, the reports summarized increases in fund balances and IMRF liabilities. Mr. Kunkel thanked Ms. DeCorrevont for the hard work

DPL Board of Trustees
Regular Meeting Minutes
July 21, 2021

on the audit during these times. Mr. Abosch reiterated that the library is compliant and had a clean audit.

5. VILLAGE LIAISON REPORT

Ms. Amy Falasz-Peterson provided a Village update.

6. LIBRARY DIRECTOR'S REPORT

Ms. Falasz-Peterson provided the Director's Report. Mr. Dylan Zavagno from the Adult Services department received the ILA award for readers advisory for the library podcasts. In the fall, the library plans to open the meeting rooms to the public. There will be in-person, virtual, and hybrid library programs this fall. More information can be found in the next Browsing Newsletter. Ms. Falasz-Peterson shared that there have been 11,000 curbside appointments since June 2020.

Masks continue to be required in Youth Services and inside the Makerspace. Our library patrons have been compliant. Ms. Heather McCammond-Watts will be presenting at the next Board meeting to present upcoming Youth Services projects. Ms. Falasz-Peterson is working to improve the furnishings and flooring inside the Quiet Room and will be reaching out to the Building Committee to schedule a meeting.

7. OLD BUSINESS

A. Discussion Board Meeting Times & Location

Mr. Abosch asked the Board members if there are any specific suggestions regarding making changes to the Board Meeting time and locations. Mr. Stone suggested moving the meeting to 6pm. Ms. Falasz-Peterson will reach out to Mr. Mike Goldberg regarding his preference on time. The Board will discuss this further in August.

B. Reminder: Committee "Charters"

Mr. Abosch reiterated that chairs were assigned the job of creating a draft of their assigned committee's purpose and would like the committee chairs to turn in their draft to Ms. Falasz-Peterson.

8. NEW BUSINESS

A. Acceptance of the FY2020 Audit (ACTION)

MOTION: Mr. Schriftman made a motion to approve the FY2020 Library Audit, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion is approved.

DPL Board of Trustees
Regular Meeting Minutes
July 21, 2021

B. Insurance Renewal (ACTION)

Ms. Falasz-Peterson shared that there is a small increase for our annual insurance rates. Mr. Stone asked how long the library has worked with Associated Agencies and asked if the library has considered requesting quotes from other insurance brokers. Mr. Handler asked the amount of coverage limit for the library's fire liability under the general liability policy. Ms. Falasz-Peterson will follow up with Associated Agencies.

MOTION: Mr. Schrifman made a motion to approve the Library Insurance Renewal, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schrifman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

C. Circulation Policy Updates (ACTION)

Ms. Falasz-Peterson shared the key points in the library's circulation policy such as removing the wording restricting juvenile borrowing from AV materials and that the library is considering extending the loan borrowing period to 21 days. The legal guardian is now responsible for their children to be allowed to open library cards. Ms. Luisa Ellenbogen supports allowing library cards for all ages. Ms. Wallace asked how the parents would be made aware of fines on their child's account. Ms. Melissa Stoeger, Head of Adult Services, stated that those notices will be sent to the email address on file which would most likely be the parents' email address. Ms. Falasz-Peterson shared that the loan extension would allow for all AV materials to be checked out for the same amount of time.

MOTION: Ms. Ellenbogen made a motion to approve the Circulation Policy updates, seconded by Ms. Wallace.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schrifman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

D. Patron Ban (ACTION)

Ms. Falasz-Peterson stated that since July 2015, the Board has reviewed a long-standing patron ban. Mr. Abosch stated that the ban is communicated with the individual and that the patron has the right to appeal. There has been no direct contact in the time of the ban.

Ms. Stone asked if there is a limiting principle to this ban policy and specifically for this patron, meaning if the library should limit the number of times the ban can be renewed each year. Mr. Stone believes that the ban renewal be ended because he does not see any current risk to the library community. Mr.

DPL Board of Trustees
Regular Meeting Minutes
July 21, 2021

Handler thinks that the library and police chief should not waste any more resources in enforcing the ban. Mr. Schrifman believes that a letter does not need to be sent to the patron if the ban is ended.

No action was taken.

E. Motion From Executive Session (ACTION)

MOTION: At 7:45 pm, Mr. Schrifman made a motion to move into Executive Session, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schrifman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

9. OTHER

A. Finance Committee Meeting Date

Mr. Schrifman reported that the Finance Committee will meet on Wednesday, August 18, 2021 at 5:30 pm and Wednesday, September 22, 2021 at 5:30 pm.

Mr. Handler suggests that the budget draft be made available to the public for review. The library staff will work on posting the first draft on the library website. Mr. Handler asked Ms. Falasz-Peterson to research whether this practice would be consistent with other government policies.

At 8:21 p.m., the Board returned to Open Session.

10. Executive Session 5 ILCS 120/2 c (21) Semi-Annual Review of Historical Minutes both written and recorded of previous meetings held in Executive Session

MOTION: Mr. Schrifman made a motion to open the minutes for the following meetings: April 15, 2020, March 17, 2021 and April 21, 2021, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schrifman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

MOTION: Mr. Handler made a motion to keep the remaining minutes closed, seconded by Mr. Stone.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schrifman, Howard Handler, Kyle Stone and Emily Wallace.

DPL Board of Trustees
Regular Meeting Minutes
July 21, 2021

The motion was approved.


11. ADJOURNMENT

At 8:21 p.m., Mr. Schriftman made a motion to adjourn the meeting, seconded by Ms. Wallace.

Vote: 6 Yes – Ken Abosch, Luisa Ellenbogen, Seth Schriftman, Howard Handler, Kyle Stone and Emily Wallace.

The motion was approved.

DocuSigned by:


C48C8DE630554F0...

Luisa Ellenbogen, Secretary