

**DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING AGENDA**

<https://deerfieldpubliclibrary.my.webex.com/deerfieldpubliclibrary.my/j.php?MTID=m8bac762f8c2e335f223c2007707264f3>

Meeting number (access code): 182 318 4600

Meeting password: 84639396 from phones and video systems

Telephone 1-408-418-9388

Wednesday, June 16, 2021, 5:30 PM

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.

1. ROLL CALL & CALL TO ORDER
2. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD & CORRESPONDENCE
3. APPROVAL OF MINUTES
 - A. April 21, 2021 Executive Session (ACTION)
 - B. May 19, 2021 Regular Meeting (ACTION)
4. TREASURER REPORT
 - A. Financials: Balance Sheet, Revenues & Expenses (ACTION)
 - B. List of Checks and Payments for Approval (ACTION)
5. STAFF PRESENTATION Pam Skittino & Sayaka Suzuki, Support & Patron Services Managers
6. VILLAGE LIAISON REPORT
7. LIBRARY DIRECTOR'S REPORT
 - A. COVID-19 Library Response Report
 - B. Director Goals Update
8. OLD BUSINESS
 - A. Board Committees Information
 - B. Discussion Board Meeting Times & Location
9. NEW BUSINESS
10. OTHER
11. 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
12. ADJOURNMENT

MISSION STATEMENT: To provide our community with open access to the world of information and ideas, encouraging lifelong learning and personal growth in a welcoming environment.

Upcoming 2021 Library Board Meetings: July 21, August 18, September 22

***All topics on the agenda are potential action items.**

0 DEERFIELD PUBLIC LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING MINUTES
May 19, 2021

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, Seth Schriftman – Treasurer, Luisa Ellenbogen, Mike Goldberg, Howard Handler, Kyle Stone, and Emily Wallace.

Village: Bill Seiden

Staff: Amy Falasz-Peterson, Library Director, Kelly DeCorrevont, Business Manager.

Guest: Maureen Wener

The Board discussed and agreed that during this time they should suspend their by-laws and allow the officers to continue in their current roles.

A. Swearing in of Newly Elected Board Members

Village of Deerfield and Lake County has given Mr. Abosch authority to swear in Newly Elected Board Members. Mr. Abosch swore in Ms. Emily Wallace and Mr. Seth Schriftman.

B. Signing of Oaths of Office

Mr. Abosch will provide Ms. Wallace and Mr. Schriftman their Oaths of Office to sign in person.

C. Suspension of By-laws, Article 4, Section VII

Mr. Kyle Stone stated that according to Article 4, Section VII of the By-laws, the Board President cannot hold office for two consecutive terms mainly to encourage new leadership. However, Mr. Stone believes that Mr. Abosch should continue as President for an additional term due to his display of exceptional leadership and inspiration to the community and recommends suspending By-laws, Article 4, Section VII for one year. Mr. Goldberg supports this recommendation, but strongly believes that this should be an exception because he sees the value of the aforementioned By-law. Mr. Schriftman and Ms. Ellenbogen voiced their agreement. Mr. Abosch shared that he helped write this by-law as good measure, and to encourage change in leadership. He would like to see this practice continued.

MOTION: Mr. Stone made a motion to suspend the By-laws, Article 4, Section VII for one year, seconded by Mr. Handler.

Vote: 7 Yes – Seth Schriftman – Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler, Kyle Stone, Ken Abosch- President, and Emily Wallace.

The motion was approved.

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D. Election of New Officers

Mr. Abosch asked if anyone else wanted to submit his or her nomination for President. There was no request to do so.

MOTION: Mr. Stone made a motion to re-elect Mr. Abosch as President and seconded by Mr. Schriftman.

Vote: 6 Yes – Seth Schriftman - Treasurer, Mike Goldberg, Luisa Ellenbogen, Howard Handler, Kyle Stone and Emily Wallace.

1 Abstain - Ken Abosch - President

Mr. Abosch stated that Mr. Schriftman had submitted his name for nomination as Treasurer and asked if anyone else wanted to submit his or her nomination for the position of Treasurer. There was no request to do so.

MOTION: Mr. Abosch made a motion to re-elect Mr. Schriftman as Treasurer, seconded by Mr. Schriftman.

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

The motion was approved.

Mr. Abosch stated that Ms. Ellenbogen had submitted her name for nomination as Secretary and asked if anyone else wanted to submit his or her nomination for the position of Secretary. There was no request to do so.

MOTION: Mr. Abosch made a motion to elect Ms. Ellenbogen to serve as Secretary, seconded by Mr. Goldberg.

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

The motion was approved.

E. Appointments to Board Committees

Mr. Abosch discussed the Board Committee List. Mr. Handler stated that the Building Committee be eliminated as there have been no meetings in recent years. Mr. Abosch suggested it would be a good idea for Ms. Falasz-Peterson to reexamine the purpose and need of the Building Committee. Further discussion to come.

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The Board President and the Library Director are Ex-officio members of all committees. The members then discussed membership for the committees as follows:

			<u>Board</u>				<u>Long-</u>	<u>Human</u>
			<u>Building</u>	<u>Relations</u>	<u>Finance</u>	<u>Policy</u>	<u>Range</u>	<u>Relations</u>
Board Officers:								
President	Ken	Abosch	X	X	X	X	Chair	Chair
Secretary	Luisa	Ellenbogen		X	X		X	
Treasurer	Seth	Schriftman	X		Chair		X	X
Board Members:								
	Mike	Goldberg	Chair	Chair		Chair	X	X
	Howard	Handler	X		X	X	X	
	Kyle	Stone	X		X	X	X	
	Emily	Wallace					Chair	X

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

The library had staff members: Tom Owen, Esther Park, Pam Skittino and Melissa Stoeger on the call.

3. APPROVAL OF MINUTES

A. April 21, 2021 Regular Meeting (ACTION)

MOTION: Mr. Schriftman made a motion to approve the April 21, 2021 Regular Meeting minutes, seconded by Ms. Wallace.

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

The motion was approved.

B. April 21, 2021 Executive Session (ACTION)

Mr. Abosch requested the Board Secretary send the minutes to Board members via email before the next board meeting. This item will be moved to the June Board meeting.

4. TREASURER REPORT

Mr. Schriftman presented the April financials.

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

MOTION: Mr. Stone made a motion to approve the April Financials seconded by Mr. Handler.

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

The motion was approved.

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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	\$ 125.08
-Petty Cash Checks 704, Bank Financial	\$ 50.00
-AP Checks 12412-12474, 12 ACHs, WinTrust	<u>\$ 206,505.42</u>
The total amount presented for approval	\$ 206,680.50

MOTION: Mr. Stone made a motion to approve the April list of checks and payments, seconded by Ms. Wallace.

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

The motion was approved.

5. VILLAGE LIAISON REPORT

Mr. Bill Seiden gave the Village Liaison Report.

6. LIBRARY DIRECTOR'S REPORT

A. COVID-19 Library Response Report

Ms. Amy Falasz-Peterson reported that at the next Board meeting, Ms. Skittino will provide an update of the Fines Free policy, along with a department update. According to the library statistics, program attendance remains high. The library is planning for in- person programming in the fall. There will be discussion regarding updating the automated sorter in Patron Services. There is a plan to upholster furniture.

Mr. Stone noticed the most recent library podcast featuring Dr. Jason Oliver Chang was popular with patrons and suggested the library market ways to further reach members of the community who may be interested. Ms. Falasz-Peterson explained that the E-Newsletter is a great way to let patrons know about upcoming programs and events.

Beginning May 24, the library will be increasing its hours and providing more seating and browsing throughout Adult and Youth Services areas.

Mr. Falasz-Peterson reviewed the CDC recommendation regarding mask mandates as a result of the increased number of people who have received the vaccine. After review, the library has decided not to ask patrons if they have been vaccinated and continue mandating masks when inside the library building. Mr. Schriftman shared that there is a large population of children under 12 years who are still unvaccinated and agrees that the library should continue mandating masks. Mr. Stone sees merit in following the recommendation put forth by the CDC, but will support the library's decision. Ms. Falasz-Peterson also stated that the library will adjust these guidelines as necessary. Ms. Ellenbogen

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stated that available seating is important for patrons. Ms. Falasz-Peterson stated the library is planning on meeting this need and outlined areas that will be open on May 24. The library is planning on reopening meeting and study rooms in the fall.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Discussion of Board Meeting Times and Location

Mr. Abosch asked the Board for their input on whether the meetings should continue to be held virtually or if they should be held in person. Ms. Ellenbogen considered changing the start time to 6 pm or later if the meetings returned to in-person. Board members along with Ms. Falasz-Peterson mentioned the possibility of holding a hybrid type of meeting. Ms. Ellenbogen stated that safety should be a priority when considering in-person meetings and asked for clarification regarding exactly what factors are being considered when determining this decision. Ms. Ellenbogen and Ms. Wallace believe in the importance of consistency and that in-person meetings should resume when patrons are allowed to gather. Mr. Abosch stated that this decision requires further thought and discussion.

Ms. Falasz-Peterson confirmed that the June 16 Board Meeting will be held virtually at 5:30 p.m.

9. OTHER

Mr. Handler noted that the library now offers patrons the chance to borrow a giant inflatable movie projector.

10. ADJOURNMENT

At 6:55 p.m., Mr. Goldberg made a motion to adjourn the meeting, seconded by Mr. Schriftman.

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

The motion was approved.

Luisa Ellenbogen, Secretary

Deerfield Public Library
Check Approval List
For the Regular Board Meeting on June 16, 2021

Date	Num	Vendor	Memo	Amount	Account Description
Summary					
Wintrust-E Pay Deposit 8926 - 3 ACHs				128.19	
Wintrust-General AP 2997, Check #s 12475-12575, 14 ACHs				163,307.53	
Total payments to approve				163,435.72	
Wintrust-E Pay Deposit 8926					
06/03/2021	ACH	Chase Paymentech	Merchant CC Fees-June 2021	37.29	Other Office Support
06/03/2021	ACH	Chase Paymentech	Merchant CC Fees-June 2021	30.95	Other Office Support
06/03/2021	ACH	PayPal, Inc.	Merchant CC Fees-June 2021	59.95	Other Office Support
Total E-Pay Deposit Amount				128.19	
Wintrust-General AP 2997					
05/17/2021	12475	Anderson Pest Solutions	Pest Management-May 2021	71.40	Interior Facility Maintenance
05/17/2021	12476	First Bank Mastercard	Falasz-Peterson CC Charges-April 2021	1,412.96	Admin - 4734
			DeCorrevont CC Charges-April 2021	595.90	Business Office - 1381
			Owen CC Charges-April 2021	692.88	Info Technology (IT) - 1158
			Suzuki CC Charges-April 2021	295.00	Patron Svc-7222
			Stoeger CC Charges-April 2021	295.70	Adult Services - 2368
			McCammond CC Charges-April 2021	179.00	Youth Services - 0579
			Hoffman CC Charges-April 2021	466.65	Outreach Coord - 2042
			Gehin CC Charges-April 2021	65.00	Adult Prog Coord - 1227
			Bueno CC Charges-April 2021	173.70	Youth Prog Coord - 1971
			Henry CC Charges-April 2021	99.00	Youth Coord - 1259
sub-total				4,275.79	
05/17/2021	12477	First Point Mechanical Services, LLC	ACCU #2, ACCU #3 Parts Only	2,373.61	Facility Equipment Maintenance
05/17/2021	12478	Fox Valley Fire & Safety Company, Inc.	Fire Alarm Radio Monitoring Quarterly Lease May 2021	228.00	Facility Equipment Maintenance
05/17/2021	12479	Lechner and Sons	Lobby Mats 5/18/21	96.01	Interior Facility Maintenance
05/17/2021	12480	Petty Cash Box	Program Supplies 12/18-Bueno, Postage-Park, Program Supplies 4/21- Bueno, Program Supplies 5/1-Sanks	65.50	Youth Programs
05/17/2021	12481	RAILS	OverDrive Consortium Fee 7/1/21-6/30/22	6,363.08	E-Resources
05/17/2021	12482	Sikich LLP	StorageCraft Cloud Storage-June 2021	280.00	Software & Licenses
		Sikich LLP	Automation Support for Servers & Workstations-June 2021	6,000.00	IT Automation Support
sub-total				6,280.00	
06/02/2021	12483	ACC Business	Internet Service 3/11/21-4/10/21	898.50	Data Lines
06/02/2021	12484	Alessio, Amy	Virtual Vintage Cocktail Parties Program 6/9/21	75.00	Adult Programs
06/02/2021	12485	Best Quality Cleaning	Cleaning & Disinfection Service-June 2021	3,085.00	Interior Facility Maintenance
06/02/2021	12486	Call One	Phone Support Maintenance 5/15/21-6/14/21	1,333.04	IT Automation Support
06/02/2021	12487	Garvey's Office Products	Sanitizing Wipes	143.76	General Office/Operating Supplies
06/02/2021	12488	Gibbons, Jim	Virtual the 1970's: Bell Bottoms, Disco and Nixon! Program 6/19/21	250.00	Adult Programs
06/02/2021	12489	Grainger	Utility and V-Belts	34.75	Interior Facility Maintenance
06/02/2021	12490	Hiton, Lisa	Queer Poem-a-Day Book Discussion 5/27, Poetry Lecture 6/30	1,500.00	Adult Programs
06/02/2021	12491	James Martin Associates, Inc.	Landscape Management May 2021	505.30	Exterior Building Maintenance
06/02/2021	12492	Kanopy Inc.	Pay Per Use Program	356.00	E-Resources
06/02/2021	12493	Lechner and Sons	Lobby Mats 6/1/21	96.01	Interior Facility Maintenance
06/02/2021	12494	Libraries First	Brainfuse Annual Subscription 7/1/21-6/30/22	4,550.00	E-Resources
06/02/2021	12495	Midwest Tape	Subscription-May 2021	4,870.55	E-Resources
06/02/2021	12496	OverDrive, Inc.	eBooks-May 2021	2,619.26	E-Resources
		OverDrive, Inc.	eBooks-May 2021	3,883.78	E-Resources
sub-total				6,503.04	
06/02/2021	12497	Quill Corporation	Labels, Tab Inserts	17.04	General Office/Operating Supplies
		Quill Corporation	Pencils, Pens, Scratch Pads, Tab Inserts	59.62	General Office/Operating Supplies
sub-total				76.66	
06/02/2021	12498	Schwabe, Anni	Make It! Collaged Pear Program 6/10/21	350.00	Adult Programs

Date	Num	Vendor	Memo	Amount	Account Description
06/02/2021	12499	Showcases	Rubber Bands for Board Games	28.40	Processing Supplies
06/02/2021	12500	Sikich LLP	ADCA Cleanup	977.50	New Projects / IT Equipment
		Sikich LLP	ADCA Cleanup	440.00	New Projects / IT Equipment
			sub-total	1,417.50	
06/02/2021	12501	State Industrial Products	Air Care Program	180.76	Interior Facility Maintenance
06/02/2021	12502	Vogue Printers	Summer 2021 Browsing Newsletter	2,727.00	Professional Printing Services
06/02/2021	12503	Wolf, Yvonne	An Introduction to East Asian Gardens Program 6/3/21	175.00	Adult Programs
06/09/2021	12504	Anderson Pest Solutions	Pest Management-June 2021	71.40	Interior Facility Maintenance
06/09/2021	12505	Baker & Taylor C0233663-Continuations	Acquisitions for Books & Processing Supplies-May 2021	240.98	Books - Adult Non-Fiction; Processing Supplies
06/09/2021	12506	Baker & Taylor L046292-Adult Bks	Acquisitions for Books & Processing Supplies-May 2021	1,962.29	Books - Adult Non-Fiction; Processing Supplies
06/09/2021	12507	Baker & Taylor L411843 Teen	Acquisitions for Books & Processing Supplies-May 2021	1,076.81	Books - Youth & Teens; Processing Supplies
06/09/2021	12508	Baker & Taylor L413389 BTNC	Acquisitions for Books & Processing Supplies-May 2021	36.87	Books - Youth & Teens; Processing Supplies
06/09/2021	12509	Baker & Taylor L4291172	Acquisitions for Books & Processing Supplies-May 2021	818.77	Books-Adult Fiction; Processing Supplies
06/09/2021	12510	Baker & Taylor L4304752 - Adt Audiobooks	Acquisitions for AV & Processing Supplies-May 2021	178.69	AV - Adult; Processing Supplies
06/09/2021	12511	Baker & Taylor L4305242	Acquisitions for Books & Processing Supplies-May 2021	30.69	Books-Adult Fiction; Processing Supplies
06/09/2021	12512	Baker & Taylor L4305252 Unprocessed	Acquisitions for Books -May 2021	3,186.01	Books - Adult Non-Fiction
06/09/2021	12513	Baker & Taylor L510347-Juv Bks	Acquisitions for Books & Processing Supplies-May 2021	1,490.33	Books - Youth & Teens; Processing Supplies
06/09/2021	12514	Baker & Taylor L524397 - Adult Fiction	Acquisitions for Books & Processing Supplies-May 2021	1,245.28	Books-Adult Fiction; Processing Supplies
06/09/2021	12515	Baker & Taylor L535153-Aud Bks	Acquisitions for AV & Processing Supplies-May 2021	66.83	AV - Adult; Processing Supplies
06/09/2021	12516	Baker Tilly US, LLP	Audit Services - 2020	1,300.00	Professional Admin Services
06/09/2021	12517	Ingram Library Services LLC	Acquisitions for Processing Supplies-June 2021	12.13	Processing Supplies
		Ingram Library Services LLC	Acquisitions for Books-June 2021	41.99	Books-Adult Fiction
		Ingram Library Services LLC	Acquisitions for Processing Supplies-June 2021	1.85	Processing Supplies
		Ingram Library Services LLC	Acquisitions for Books-June 2021	154.01	Books - Adult Non-Fiction
			sub-total	209.98	
06/09/2021	12518	Kens, Tom	Staying Positive Today Program 6/23/21	200.00	Adult Programs
06/09/2021	12519	Midwest Tape 2000007021	Acquisitions for AV, Processing Supplies & Cataloging Service-May 2021	2,051.22	AV - Adult; Processing Supplies; Cataloging Service
06/09/2021	12520	Midwest Tape 2000011435	Acquisitions for AV-May 2021	74.98	AV - Youth
06/09/2021	12521	Midwest Tape 2000018165	Acquisitions for AV & Processing Supplies-May 2021	192.69	AV - Youth; Processing Supplies
06/09/2021	12522	News-Sun	News-Sun Subscription Renewal Monday - Saturday thru 8/9/21	71.66	Periodicals
06/09/2021	12523	OverDrive, Inc.	eBooks-May 2021	2,970.39	E-Resources
		OverDrive, Inc.	eBooks-May 2021	3,553.42	E-Resources
			sub-total	6,523.81	
06/09/2021	12524	Quench USA, Inc.	Water Cooler Qtrly Rent: 6/2021-8/2021	108.00	Facility Equipment Maintenance
06/09/2021	12525	Stevens Chemical Company	Bath Tissue, Paper Towel, Hand Towel Rolls, Trash Liners, Soap, Sanitizer	707.01	Interior Facility Maintenance
		Stevens Chemical Company	Disinfecting Wipes	59.67	Interior Facility Maintenance
			sub-total	766.68	
05/17/2021	ACH	Amazon	Acquisitions for AV-April 2021	179.97	Audio Visual - Adult
			Acquisitions for Processing Supplies-April 2021	43.52	Processing Supplies
			Maker Space Class Supplies	51.98	New Projects / IT Equipment
			Acquisitions for Books-April 2021	10.00	Books-Adult Fiction
			Acquisitions for Processing Supplies-April 2021	17.98	Processing Supplies
			Maker Space Key Lock Box	22.99	New Projects / IT Equipment
			PC Power Cable	10.88	New Projects / IT Equipment
			Maker Space Class Supplies	22.95	New Projects / IT Equipment
			Program Supplies	359.40	Youth Programs
			Program Supplies	36.50	Youth Programs
			Program Supplies	23.58	Youth Programs
			Program Supplies	20.49	Youth Programs
			Acquisitions for Books-April 2021	(10.00)	Books-Adult Fiction
			Program Supplies	214.96	Youth Programs

Date	Num	Vendor	Memo	Amount	Account Description
			Maker Space Class Supplies	29.98	New Projects / IT Equipment
			Program Supplies	14.99	Youth Programs
			Acquisitions for Books-April 2021	21.97	Books-Adult Fiction
			Acquisitions for AV-April 2021	230.67	Audio Visual - Adult
			Program Supplies	120.89	Youth Programs
			Program Supplies	31.78	Youth Programs
			HD Cable Adapter	6.89	New Projects / IT Equipment
			Program Supplies	9.99	Youth Programs
			Large Card Stock	87.68	General Office/Operating Supplies
			Acquisitions for AV-April 2021	27.78	Audio Visual - Adult
			Acquisitions for AV-April 2021	59.99	Audio Visual - Adult
			Acquisitions for Processing Supplies-May 2021	18.82	Processing Supplies
			Acquisitions for Processing Supplies-May 2021	12.46	Processing Supplies
			Acquisitions for Books-May 2021	49.49	Books - Youth & Teens
			Acquisitions for Books-May 2021	19.79	Books - Youth & Teens
			sub-total	1,748.37	
06/02/2021	ACH	Amazon	Backyard Movie Bundle	224.95	Non-Traditional Resources
			Acquisitions for Books-May 2021	21.49	Books - Adult Non-Fiction
			Power Cables	16.38	New Projects / IT Equipment
			Acquisitions for Books-May 2021	17.99	Books - Youth & Teens
			Backyard Movie Bundle	40.99	Non-Traditional Resources
			Backyard Movie Bundle	163.96	Non-Traditional Resources
			Acquisitions for AV-May 2021	49.88	Audio Visual - Adult
			Acquisitions for Books-May 2021	43.27	Books - Youth & Teens
			Backyard Movie Bundle	1,896.69	Non-Traditional Resources
			Acquisitions for LOT Items-May 2021	39.90	Non-Traditional Resources
			Acquisitions for Books-May 2021	36.00	Books - Adult Non-Fiction
			Desktop KVM	42.48	New Projects / IT Equipment
			ID Badge Reels	19.79	General Office/Operating Supplies
			Acquisitions for LOT Items-May 2021	285.99	Non-Traditional Resources
			Acquisitions for AV-May 2021	29.99	Audio Visual - Adult
			Rock Painting Kits for Kindness Garden	197.19	Adult Programs
			Acquisitions for Books-May 2021	10.06	Books-Adult Fiction
			Acquisitions for Books-May 2021	16.99	Books - Youth & Teens
			Acquisitions for AV-May 2021	49.99	Audio Visual - Adult
			Program Supplies	121.93	Youth Programs
			Program Supplies	77.97	Youth Programs
			Bluetooth Adapter	9.99	New Projects / IT Equipment
			Meeting Room AV Cables	47.47	New Projects / IT Equipment
			Rock Painting Kits for Kindness Garden	44.59	Adult Programs
			Acquisitions for Books-May 2021	17.06	Books - Adult Non-Fiction
			sub-total	3,522.99	
06/22/2021	ACH	AT&T 847 945-3372-943-5	Data Lines: 4/29/21-5/28/21	852.40	Data Lines
06/22/2021	ACH	AT&T-847 945-3318 026 6	Voice Lines: 5/28/21-6/27/21	1,082.15	Telephone - Voice
06/04/2021	ACH	Comcast Cable	Patron Internet Service 05/16/21-06/15/21	189.00	Data Lines
06/07/2021	ACH	Google, Inc.	Google Apps-June 2021	1,012.50	Software & Licenses
06/01/2021	ACH	Heartland Payment Systems	Merchant CC Fees-June 2021	249.80	Other Office Support
06/07/2021	ACH	Intuit, Inc.	Check Stock (1000) and Envelopes (500)	454.97	General Office/Operating Supplies
06/04/2021	ACH	Quadient Finance USA, Inc.	Postage Machine Quarterly Lease: 3/2021-05/2021	209.85	Postage
06/01/2021	ACH	Village of Deerfield	Water & Sewer-April 2021	98.22	Water
06/01/2021	ACH	Village of Deerfield	Water & Sewer-April 2021	98.22	Water
05/25/2021	ACH	Village of Deerfield	Debt Service 2011A Interest	43,815.00	Debt Service 2011A Interest
05/25/2021	ACH	Village of Deerfield	Debt Service 2013 Interest	39,100.63	Debit Service 2013 Interest
			sub-total	82,915.63	
05/25/2021	ACH	Wex Health, Inc.	FSA Monthly Fees-May 2021	59.80	Other Benefits
			Grand Total	163,307.53	

Deerfield Public Library
Credit Card Transactions by Account Holder
As of May 7, 2021

Date	Num	Vendor	Memo	Amount	Account Description
20001 Admin - 4734					
05/07/2021	AD 04/09/21	Mail Chimp	E-Newsletter Mailing-April 2021	62.99	Outreach Programs
05/07/2021	AD 04/14/21	Netflix	Subscription for Roku-April 2021	17.99	E-Resources
05/07/2021	AD 04/15/21	Spotify	Subscription for iPads-April 2021	14.99	Youth Programs
05/07/2021	AD 04/30/21	Netflix	Subscription for Roku-May 2021	17.99	E-Resources
05/07/2021	AD 05/03/21	Amazon	Business Prime Membership	1,299.00	Professional Admin Services
Total for 20001 Admin - 4734				sub-total	1,412.96
20002 Business Office - 1381					
05/07/2021	BO 04/12/21	Postmaster (USPS)	Postage	30.25	Postage
05/07/2021	BO 04/16/21	Melio	Processing Fee	11.60	Staff Enrichment
05/07/2021	BO 04/16/21	Gordon, Jill	Virtual Staff Yoga-8 Classes	400.00	Staff Enrichment
05/07/2021	BO 04/20/21	HR Source	The American Rescue Plan Act: Employer Information Webinar-Desai	25.00	Training & Education
05/07/2021	BO 04/21/21	Quadient Finance USA, Inc.	Ink for Postage Machine	129.05	Postage
Total for 20002 Business Office - 1381				sub-total	595.90
20003 Info Technology (IT) - 1158					
05/07/2021	IT 04/07/21	GoDaddy.com, LLC	SSL Certificate	189.98	Software & Licenses
05/07/2021	IT 04/10/21	Adobe Systems Inc.	Staff Creative Cloud Subscription-April 2021	56.30	Software & Licenses
05/07/2021	IT 04/11/21	Cisco Systems Inc.	Webex Subscription-April 2021	14.95	Software & Licenses
05/07/2021	IT 04/21/21	Adobe Systems Inc.	Staff Creative Cloud Subscription-April 2021	56.30	Software & Licenses
05/07/2021	IT 04/21/21	Micro Center Computers and Electronics	MakerSpace Program Supplies	197.11	New Projects / IT Equipment
05/07/2021	IT 04/22/21	Survey Monkey	Patron Survey Software	37.00	Software & Licenses
05/07/2021	IT 04/22/21	Boost Mobile	Hotspot for Patron Services	50.00	New Projects / IT Equipment
05/07/2021	IT 05/01/21	Libsyn Podcasting Service	Podcast Hosting	20.00	Software & Licenses
05/07/2021	IT 05/01/21	HESK	Help Desk Cloud Software Subscription-April 2021	21.24	Software & Licenses
05/07/2021	IT 05/03/21	Rise Vision	Digital Signage	50.00	Software & Licenses
Total for 20003 Info Technology (IT) - 1158				sub-total	692.88
20005 Patron Svc-7222					
05/07/2021	PS 05/04/21	American Library Association	Membership Renewal-Suzuki	295.00	Dues & Memberships
Total for 20005 Patron Svc-7222				sub-total	295.00
20007 Adult Services - 2368					
05/07/2021	AS 04/07/21	Illinois Library Association	Virtual Reaching Forward Conference Registration 4/15-5/7/21-Jamieson	100.00	Training & Education
05/07/2021	AS 04/17/21	Disney Plus	Subscription for Roku-April 2021	13.99	E-Resources
05/07/2021	AS 04/19/21	The New York Times	Large Type Weekly Subscription	8.80	Periodicals
05/07/2021	AS 04/23/21	Zoom Video Communications Inc.	Subscription-April 2021	54.99	Adult Programs
05/07/2021	AS 04/23/21	Hulu	Subscription for Roku-April 2021	5.99	E-Resources
05/07/2021	AS 05/02/21	Disney Plus	Subscription for Roku-May 2021	13.99	E-Resources
05/07/2021	AS 05/02/21	Disney Plus	Subscription for Roku-May 2021	8.00	E-Resources
05/07/2021	AS 05/04/21	Amazon	Acquisitions for Kindle Books-May 2021	14.99	E-Resources
05/07/2021	AS 05/04/21	Netflix	Subscription for Roku-April 2021	17.99	E-Resources
05/07/2021	AS 05/04/21	Amazon	Acquisitions for Kindle Books-May 2021	14.99	E-Resources
05/07/2021	AS 05/04/21	Amazon	Acquisitions for Kindle Books-May 2021	14.99	E-Resources
05/07/2021	AS 05/04/21	Amazon	Acquisitions for Kindle Books-May 2021	14.99	E-Resources
05/07/2021	AS 05/04/21	Amazon	Acquisitions for Kindle Books-May 2021	11.99	E-Resources
Total for 20007 Adult Services - 2368				sub-total	295.70
20008 Youth Services - 0579					
05/07/2021	YS 04/19/21	American Library Association	Virtual Conference Registration 6/23-6/29-Sanks	179.00	Training & Education
Total for 20008 Youth Services - 0579				sub-total	179.00

Date	Num	Vendor	Memo	Amount	Account Description
20009 Outreach Coord - 2042					
05/07/2021	OC 04/07/21	Imprint.com	Yard Signs for Summer Reading	466.65	Outreach Programs
Total for 20009 Outreach Coord - 2042				sub-total	466.65
20010 Adult Prog Coord - 1227					
05/07/2021	APC 04/30/21	Etsy, Inc.	Prizes for Trivia Night	25.00	Adult Programs
05/07/2021	APC 04/30/21	Panera	Prizes for Trivia Night	25.00	Adult Programs
05/07/2021	APC 04/30/21	Whole Foods Market	Prizes for Trivia Night	15.00	Adult Programs
Total for 20010 Adult Prog Coord - 1227				sub-total	65.00
20011 Youth Prog Coord - 1971					
05/07/2021	YPC 04/07/21	Illinois Library Association	Virtual Elevate IL Libraries Leadership Program Registration 2021-Bueno	50.00	Training & Education
05/07/2021	YPC 04/09/21	Illinois Library Association	Virtual Reaching Forward Conference Registration 4/15-5/7/21-Fuentes	50.00	Training & Education
05/07/2021	YPC 04/09/21	Illinois Library Association	Virtual Reaching Forward Conference Registration 4/15-5/7/21-Bueno	50.00	Training & Education
05/07/2021	YPC 04/19/21	Postmaster (USPS)	Stamps for Postcards	7.20	Youth Programs
05/07/2021	YPC 05/02/21	Walmart	Program Supplies	16.50	Youth Programs
Total for 20011 Youth Prog Coord - 1971				sub-total	173.70
20012 Youth Coord - 1259					
05/07/2021	YC 04/30/21	American Library Association	Virtual Conference Registration 6/23-6/29-Henry	99.00	Training & Education
Total for 20012 Youth Coord - 1259				sub-total	99.00
Total for 20000 Credit Cards Payable				Total	<u>4,275.79</u>

Director's Report: June 2021

FYI

- Two managers will attend the meeting to give an update on the Library's Fine Free program.
- I've included information about my goals as separate attachment and progress on them thus far.
- We traditionally conduct our Semi-Annual Review of Executive Session Minutes at the June and December meetings. In 2020, the board did this in open session and voted to keep all previously closed meetings closed. I have included the Executive Session on the agenda. However, if we will be meeting in person again soon, we can postpone that discussion until we are able to meet in person.
- As requested at the May meeting, I've included information about the Library Board committees in the packet for further discussion under Old Business.
- As requested at the May meeting, I've included the topic of our meeting times and locations under Old Business. Right now, the Governor's Disaster Proclamation, which allows for boards to meet [virtually](#), remains in effect until June 26.
- Starting June 3, work appropriate jeans are now allowed to be worn by staff at the library.
- Please review my COVID memo for updated changes effective **Monday, June 14**.

Personnel

- In May the library had 2 separations
 - Support Services Clerk on May 26
 - Library Aide on May 28
- In May the library filled 4 positions
 - Library Aide on June 14
 - Library Aide on June 14
 - Facility Custodian on June 14
 - Library Aide on June 15
- The library has 2 positions open
 - Patron Services Assistant
 - Support Services Clerk

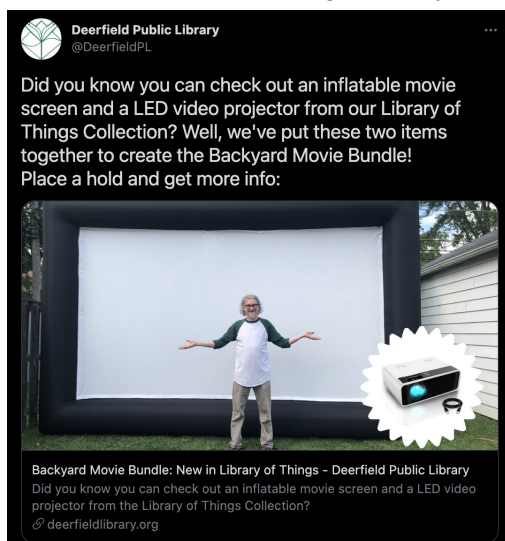
DEPARTMENT REPORTS

Adult Services Report

Melissa Stoeger, Head of Adult Services

- Ted was interviewed by *Government Technology* about our LOT collection.
<https://www.govtech.com/civic/library-of-things-granting-community-access-to-emerging-tech>

- Ted added outdoor movie bundles (inflatable screen, projector, DVD) to the LOT collection. The holds list grew very quickly and Ted added more bundles for a total of 10.



(Left) The tweet about our Backyard Bundles

1,368 impressions and received 31 total engagements, giving it a 2.3% engagement rate

- "Thank you and the library for approving and coordinating this virtual opportunity. It was a great chance to re-connect with the city. I look forward to more, maybe even the Christmas tree crawl will be a future option." (Architecture River Tour)
- "I would like to thank the library for offering the "Chicago Architecture River Tour" program. It was very informative and fun. It also provided an great opportunity for a professional "
- Jamie, just writing to let you know I really enjoyed the program. If there's ever an opportunity to do any of her tours live, I would be happy to sign up and participate. Keep up the good programs!" (Chicago Architecture River Tour)
- "Thank you Jamie for putting together a terrific spring program; last night's Architectural Tour was really terrific, and Ted Gray did a masterful job teaching the likes of me (and others) about running TVs in today's world!! I applaud the program variety as well. A lot of work behind the scenes, I can and do know. But thank you so much." (Architecture River Tour and Cut the Cable)
- "I had a really good time Monday and Saturday at the Place Program. We loved when you take time with us." (PLACE Programs)
- "Jeff so looks forward to these, so thanks for including him. 😊" (PLACE Program)
- Our most popular live programs during May were the virtual Chicago tours. The Art Institute Virtual Tour had 34 attendees and the Chicago Architecture River Tour had 86 attendees. We received a lot of positive feedback from patrons on these.
- Our most popular pre-recorded program on YouTube was Marching Into a Tomorrow of Hope: Freedom Riders. We had 123 views.
- Ted updated his Cut the Cable program, which had 30 attendees
- 596 Patron Questions
- 19 Library Lifelines
- 19 Books to Go

- 4 programs for Center for Enriched Living (63 total attendees)
- 1 program for Patty Turner Center (28 total attendees)
- 39 total live and virtual programs with 848 attendees
- 802 listens to the podcast! Highest month ever

Projects on the horizon

- Queer Poem a Day in June
- Summer Reading in June; includes library bingo and rock painting activity to create a Kindness Rock Garden
- Launching Personalized Picks, which allows patrons to get personal reading recommendations virtually.
- Melissa, Anne and Dylan are working on a project for the EDI Group, which includes developing an inclusivity statement for the Collection Policy, and launching diversity audits of collections.

Business Office Report

Kelly DeCorrevont, Business Manager

- Mira sent out Required Trainings with [Traliant](#) to all staff. These trainings include: Preventing Discrimination & Harrassment, Creating a Positive Work Environment, Diversity, Inclusion & Sensitivity, Drugs & Alcohol in the Workplace, Microaggressions in the Workplace and Unconscious Bias.
- Coordinated the Facility Custodian Virtual Interview on May 4
- Attended the area-wide HR Roundtable meeting on May 5
- May was Mental Health Awareness month. Attended the Live Meditation program shared with all staff through Headspace on May 6
- Esther and Kelly completed library check runs on May 10, 17
- Mira and Kelly completed library payroll processing May 13, 27
- Attended the Equitable Staffing Models in the Current and Post-Pandemic Landscape webinar on May 18
- Hosted our Business Office meetings on May 18 and May 24
- Hosted our [Staff Enrichment Committee Meeting](#) on May 20
- Esther sent out [DPL Step Into Summer Challenge](#) that our Staff Enrichment Committee is sponsoring. We have 20 staff members enrolled in the 12 week challenge!
- Completed New Hire Orientation on May 28

IT Report

Tom Owen, Head of IT

- The MakerSpace completed 20 in-person appointments in May, and already have over 20 completed or upcoming appointments for the month of June. This is in addition to virtual appointments.

- Our upcoming Flower Pressing program is full with 20 patrons on the waitlist. We are planning a second program to accommodate more patrons. This is an interactive virtual program with a materials kit that patrons pick up from the library ahead of time.
- We are rolling out the first new staff computers as part of a pilot program to consolidate user accounts for staff and reduce administrative overhead. We plan on collecting data for a 30 period before expanding the pilot program to more staff members. Our goal is to eventually have all staff login using Google as their authentication method and eliminate local file servers and storage.
- Meeting room A/V and tech is being put back into place using new hardware to simplify our setup. Room C will be the first to use the new setup ahead of patrons returning to our meeting rooms.

Outreach Report

Judy Hoffman, Outreach Coordinator

- Press Coverage: Library of Things: Granting Community Access to Emerging Tech: [Government Technology](#) (5/3)
- We sent out two regular e-newsletters (May 3, 13) and one e-blast for expanded hours (May 24). The average open rate was 36% (1,047 unique opens)
- West Deerfield Township's application for [Dementia Friend Community](#) (DFC) status has been accepted.
- Memory Cafe: Our subcommittee continues work on the development of the monthly program, anticipating a launch in October. We will host it at the library, in-person. Partnerships, funding, and programming still in development. DPL Outreach is responsible for the program, which will be included in Adult Program promotion.
- Presentation on the DFC initiative is on the agenda for the next all staff meeting

Patron Services Report

Sayaka Suzuki, Patron Services Manager

- Stephanie and Patricia participated in the EDI committee meeting this month. Alan participated in the SEC committee meeting this month.
- In May, Alan continued to do video editing for programs.
- In May, the Library Aides started receiving training to take over the curbside tasks. We will continue to have the Assistants and Associates participate until the Library Aides are fully trained.
- The average per day for curbside pickup appointments for the month of May was 11.2. We did a total of 224 curbside pickup appointments.

Support Services Report

Pam Skittino, Head of Support Services

- Kathy Urban retired from the Library after nearly 20 years of service
- Continued recataloging/relabeling project for Baby Books
- Ingram ordering is now operational - we are awaiting our first shipment of materials, selector training will occur in June
- Scripted and tested Library Card Expiration Reminders - patrons with an email address in their account will receive an email 30 days before their card expires.
- Adjusted print, text, and email notices to remove any references to quarantine
- Adjusted print notices to fit in envelope better
- Submitted changes for our phone notices to add in a reference to calling to make a curbside pickup appointment
- May was a big month for material moving through the department - we added 1,266 and withdrew 4,200 physical items.
- Our total collection size is now 1,136,441

Youth Services Report

Heather McCammond-Watts, Head of Youth Services

- We welcomed Mariel Fehik as our new full-time Teen Librarian!
- Displays for May included Sports, IL Award Winners, Asian-American Heritage.
- Kary presented "Great Summer Reads" booktalks to every 5th grade class in Deerfield. Some of the kids came straight to the library later to put those titles on hold!
- Kary created a wonderful SRP video featuring the Deerfield school librarians.
- There was a huge interest in kids participating in teen volunteers this summer.
- The entire department participated in virtual Storytime training with the musician and puppeteer Mr. Jon and we all learned a lot of new techniques to try. This was a collaborative Continuing Education opportunity with the Gail Borden Public Library.
- Megan and Noreen partnered with the Park District to launch our first Read & Walk Project which features the #ownvoices title "*I Got the Rhythm*" with movement ideas.
- The Baby Board books diversity audit is completed, and now we are conducting a DA in the holiday section.
- The Text4Literacy service is live and patrons can sign up for 6 weeks of early learning tips through our 1KBK program or when they get a new library card.
- Storytime with Nadia was a special read-aloud program celebrating Muslim culture and told by a fantastic local teenager.

- Kate's maker program, Star Wars decals, was immediately popular with 19 kids!



Program	Outcomes
Sensory Saturday: Dogs & Cats	Literacy development, disability support, social emotional skills, pleasure reading, book discovery, family connection
Hop to It Storytime	Literacy development, musical appreciation, movement, family time
Storytime with Nadia	Multicultural appreciation, pleasure reading, global citizen engagement
Youth Advisory Board	Civic engagement, social emotional skills, tween connection
Teen Advisory Board	Civic engagement, social emotional skills, teen connection
Homeschool @ the Library	Curriculum resources, home teacher support, community building, STEM skills
Homeschool Book Clubs	Curriculum resources, home teacher support, pleasure reading, book discovery, community building
Homeschool Hangouts	Community building, social emotional
Grab & Go Kits Kids	Artistic expression, hands-on learning
Grab & Go Kits Teen	Creativity, artistic expression
Storigami	Creativity, artistic expression, storytelling
Can You Dig It? Nature Fun	STEM skills, nature appreciation
Virtual Treehouse: Cooking	Social emotional, community building, creative expression, life skills
Bat Girl Storytime	Fandoms, pleasure reading
Book Bites	Book discovery, SEL skills, critical thinking book discussion
Star Wars Iron-on Decals	Makerspace fun, creativity, fandom
Outreach to schools and preschools	Teacher support, curriculum resources, book discovery, STEM
Teen Volunteer Training	Civic engagement, job skills, community building, social emotional

- Homeschool parent: *"We really appreciate this past semester with you and have loved it so much, thank you again for investing in our kids! Can't wait for the fall!"*
- Teacher: *"I meant to thank you. Ms. Kary is awesome and presents so well. I love the variety of books and also the topics she covered. My class had a lot of questions about*

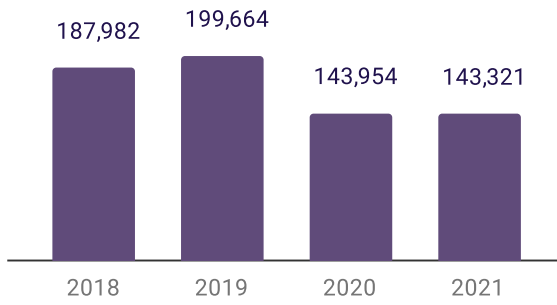
the ice-skating book [featuring a non-binary main character] and Eve said that the cooking book is literally about her life.”

- Homeschool parent: *“Thanks for all your work! We appreciate you so much!”*
- Teen volunteer: *“Thank you so much for accepting me, Ms. Noreen! I’m so excited to be participating in the DPL program this summer. See you there!”*
- Storigami program: *“Thank you! She can’t wait to finish it! Today was so cute. She had fun! I hope you do more fun things after camp timing this summer.”*
- *“Thank you for hosting the bilingual storytime! My kids enjoyed themselves!”*

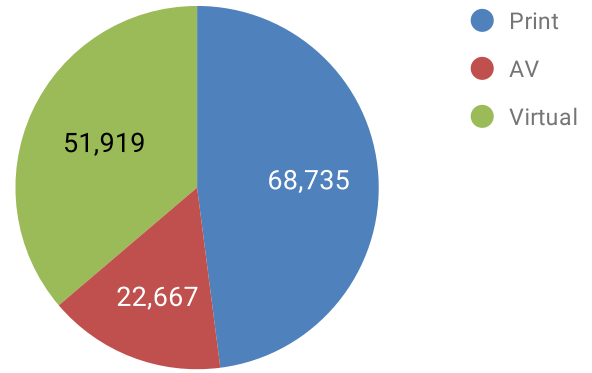
Projects on the horizon:

- ALA Annual Conference (June 24-29)
- The new Read-Along collection will feature both Wonderbooks and Vox books, and the playaways will be shelved in the Early Readers section as learning-to-read tools.
- We are polishing up our display areas and featuring more of our collections face-out.
- Mariel is working on offering the popular anime streaming service “Crunchyroll” for teens. We are adding more Manga titles to the teen collection.
- We are getting ready to launch SRP 2021: Reading Colors Your World!

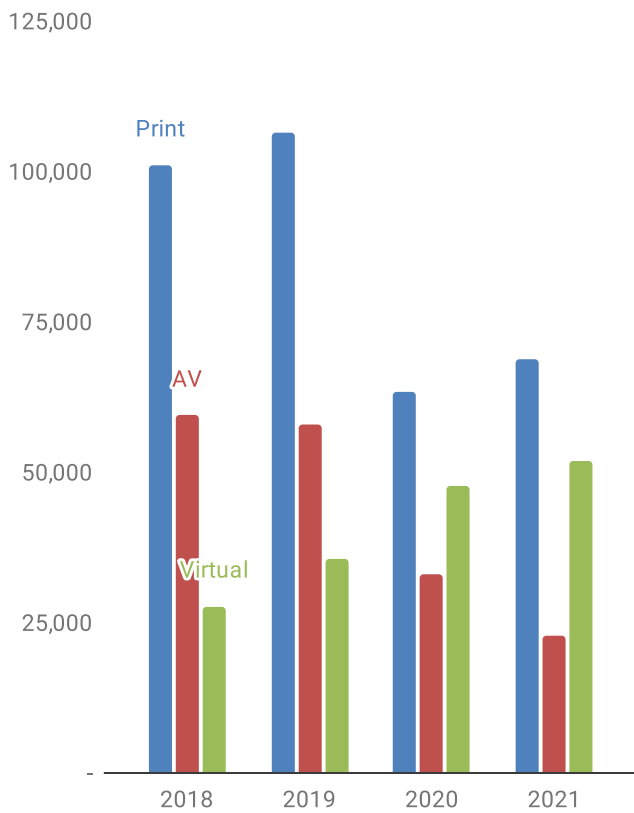
Total Circulation YTD



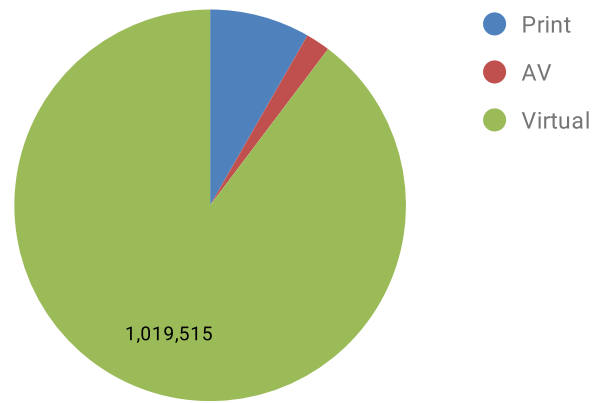
Circulation by Type YTD



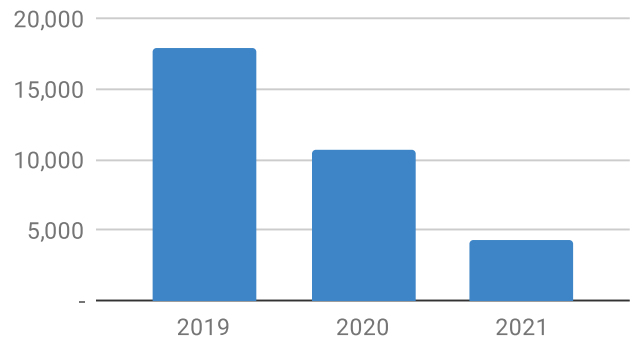
Circ Trends by Type YTD



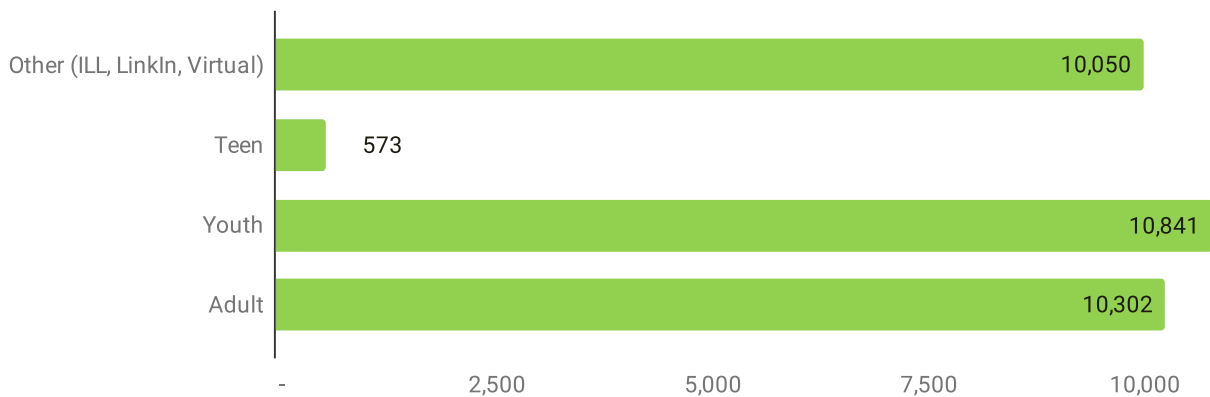
Collection by Type - May



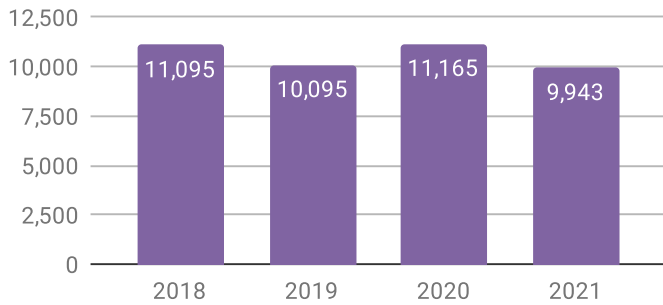
Questions Answered YTD



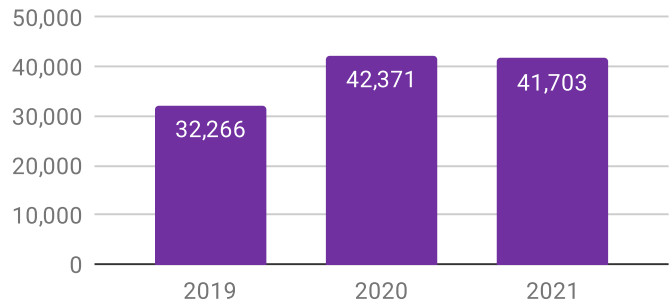
Circulation by Collection



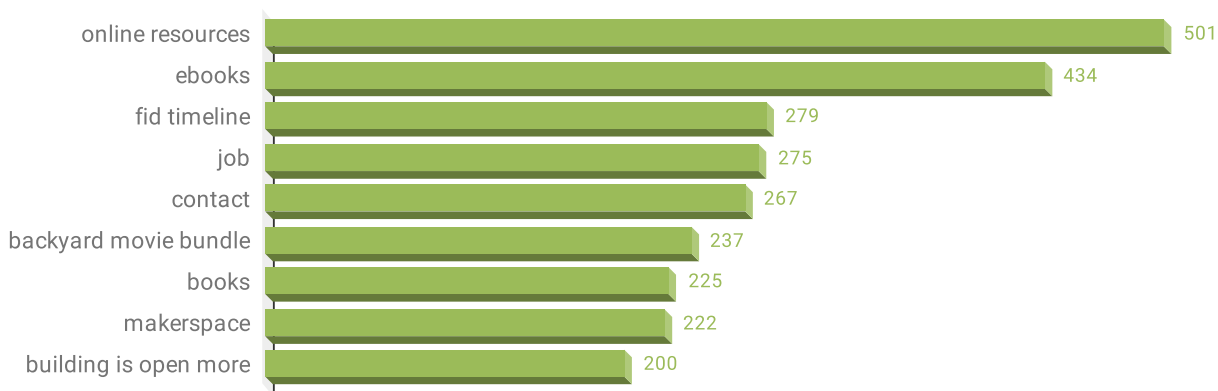
Active Program Attendance YTD



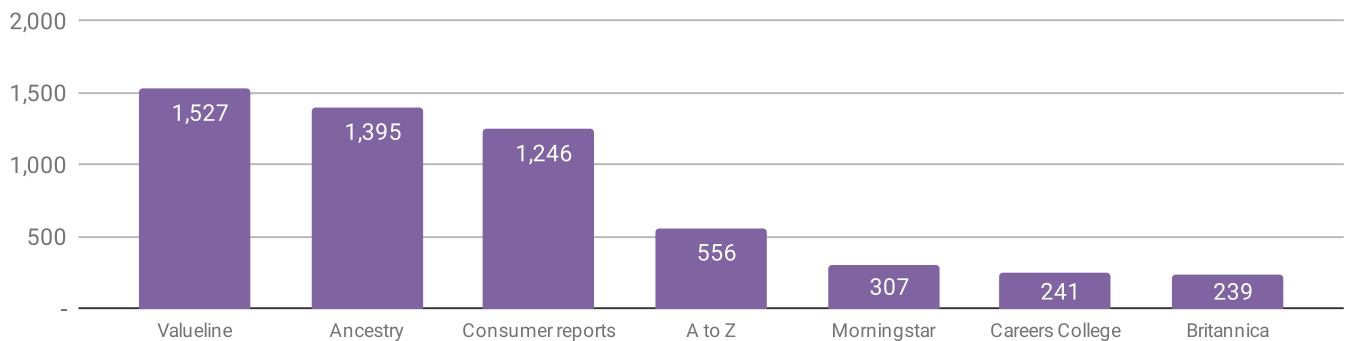
Passive program attendance YTD



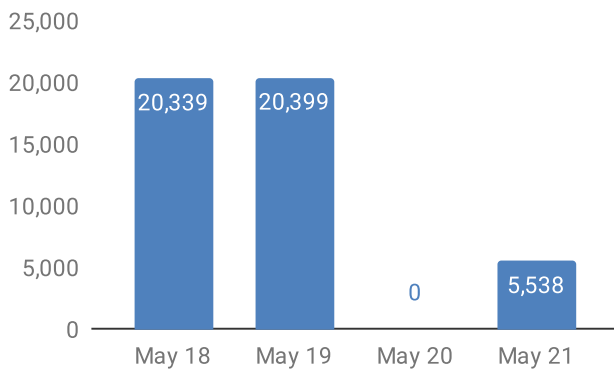
Most Popular Webpages



Most popular databases - April



Monthly Library Visits



Average Daily Attendance



To: Board of Trustees
Re: COVID-19 Library Response Report
Date: June 16 2021

In Person Services: Accepting Returns, Curbside and In Person Browsing; Telephone Reference/Assistance

On June 11, Illinois moved to Phase 5 of the [Restore Illinois](#) plan. Beginning June 14, the Library will have the following changes in place:

- Study Rooms will be available for the public to use; they will be outfitted with wipes and hand sanitizer
- The water fountains in the building will be available
- We will remove the current capacity limits for the Library
- We will reopen the cafe area seating
- We will begin accepting donations for the Friends of the Library book sale
- We will begin removing the blue directional arrows on the floor (However, we will keep the markings on the floor in front of the service desks at this time.)
- Patron Services will stop making the hourly announcements about mask wearing

In addition, we have adjusted our mask wearing policy to align with the [CDC guidance](#). **We still require masks for unvaccinated patrons and patrons under age 12. This will extend to all patrons who visit the Youth Services Department, as well as the MakerSpace.** Vaccinated staff are able to remove their masks while at work but are strongly encouraged to continue to wear their masks while in public areas.

We will return to **full hours** on Monday, June 28. In mid-June, we had several new Patron Services employees start. This allows our new staff time to get acclimated to our library.

The Patron Services staff continues to evaluate the best option to continue our Curbside Pickup service. When we reopen to full hours on June 28, we will continue to offer it from 10-12, Monday through Friday.

Youth and Adult staff are on target to begin outdoor programming this summer. We are updating the AV equipment in the Meeting Rooms to plan for in person programming this fall.

Staff Return to Work in the Building

The majority of the staff have returned to work in the building.

Conclusion

Barring a return to the 2020 statistics regarding COVID-19, this will be my last specific memo related to COVID-19. We have navigated through a very trying time and I look forward to a return to the “new normal”. Thank you for your continued support.

To: Board of Trustees
Re: Board Committee Information
Date: June 16, 2021

At last month's board meeting, the Board asked that I research the current board committees. With the help of Anne in the Adult Services Department, we have found the information listed below. It looks like the Finance and Policy Committees have met the most consistently over the years. I also found that other local libraries with committees generally have three board members per committee, with the Board President serving as Ex-Officio.

Board Relations Committee

First mentioned during the [August 20, 2008](#) board meeting

The first board meeting in which this committee is mentioned does not include a reason why the committee was formed, but it also makes it sound like the committee has been formed prior to this meeting. There is no previous record in the meeting minutes of the formation of this committee.

According to the references in the meeting minutes, this committee met once or twice a year from 2008-2013, then met almost every month in 2014.

Building Committee

First mentioned during the [November 8, 1967](#) board meeting.

The first board meeting in which this committee is mentioned does not include a reason for why the committee was formed, but it also makes it sound like the committee had been formed prior to this. There is no previous record in the meeting minutes of the formation of this committee.

The committee has also been referred to as the "Building & Grounds Committee" and the "Building & Maintenance Committee" so we compiled all references together. The committee appears to have met a few times a year. In 2014, they met four times. This was the last time the committee met.

Finance Committee

First mentioned during the [June 9, 1966](#) board meeting

This committee was first formed to write a Library Services Contract for the newly-formed Deerfield Public Library as a separate entity from the West Deerfield Township Public Library.

In mid-2008 the Finance Committee began being consistently mentioned in the board meetings and appears to meet at least twice per year.

Human Relations Committee

First mentioned during the [August 15, 2007](#) board meeting

The first board meeting in which this committee is mentioned does not include a reason for why the committee was formed, but it also makes it sound like the committee had been formed prior to this. There is no previous record in the meeting minutes of the formation of this committee.

This committee appears to have met on no consistent schedule. It is mentioned in the meeting minutes in 2007 four times, once in 2010, twice in 2011, eight times in 2012, not at all in 2013, and once in 2014. This was the last time this committee met.

Memorials Committee

First mentioned during the [April 18, 2012](#) board meeting

The Memorials Committee was formed to figure out how to best memorialize people who had been important in the library's history and to also determine how to move the memorials that had existed in the old library building into the new one once it was finished.

The committee appears to have met consistently starting in 2012 and is mentioned in the board meeting minutes. The committee last met in 2017.

Policy Committee

First mentioned during the [May 11, 1967](#) board meeting

The meeting minutes indicate that the committee was formed to review and update policies from the West Deerfield Township Public Library for the newly-formed Deerfield Public Library.

This committee appears to have consistently met since 1967, though some years their work is not mentioned in the meeting minutes at all. In the 2010s, it appears they seem to meet between four and six times a year.