



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES January 18, 2018

I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:06 p.m. by Board President Sam Lucente at the Glenside Public Library.

II. ROLL CALL

Trustees Present: Sam Lucente, Altha Milnes, Jessica Breede, Mariann Evans, Isabelle Baldwin and Connie Barreras. Trustee Absent: Chodri Khokhar.

Also Present:

Library Director: Tom Bartenfelder

Assistant Director: Ian Peery

Community Outreach Specialist: Vince Sovanski

Circulation Department Manager: Jane Hebert

Public Services Manager: Jill Martorano

III. ADOPTION OF AGENDA

Trustee Evans moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees adopts the agenda for January 18, 2018. Ayes – all present. Nays – none. Motion carried.

IV. CITIZEN PARTICIPATION

April and Jesina from Girl Scout Troop 50934 Glendale Heights requested permission to run parking in the library lot during Glendale Heights fest. They will be using the funds for a trip to London in 2020. The library will address this matter later in the year.

V. CONSENT AGENDA -

- A. Approval of minutes of the November 16, 2017 Board Meeting (To be filed as attachment #1 November 16, 2017).
- B. PR-16-17 Prohibition of Sexual Harassment (To be filed as attachment #5).
- C. Accept Annual Audit & Annual Financial Report 2016-17 (To be filed as attachment #6).

- D. Authorize Certification of Names for annual Statement of Economic Interest (To be filed as attachment #7).
- E. PR-17-17 Holiday Closures (To be filed as attachment 8)

A.-E. approved by consensus with no corrections.

VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented.
- B. President's Report – none

VII. TREASURER'S REPORT (Attachment #3a, #3b and handout)

- A. Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD Board of Trustees ratify bills paid in December 2017 (file with the Treasurer's Report) in the amount of \$75,191.83. Ayes – all present. Nays – none. Motion carried.
- B. Trustee Milnes moved and it was seconded by Trustee Evans that the GPLD Board of Trustees accepts the Bills Approval Report (file with the Treasurer's Report) for January 18, 2018 in the amount of \$112,257.13. Ayes – all present. Nays – none. Motion carried.

VIII. LIBRARIAN'S REPORT (Attachment #4a & 4b)

Library Director Bartenfelder – December and January have been busy. Karen Luster, Adult Services Manager, accepted a position at the Naperville Library. We will be merging Youth Services and Adult Services into Public Services. Jill Martorano will be the Public Services manager. Jacquie Christen will be the Public Services Assistant Manager. The Library Christmas lights were well received by the public and the expense will be put in the budget for next year. Library patron, Mr. Chathak, came to Director Bartenfelder's office to tell his about his positive experiences with all the staff and Dave Jansen in particular.

Assistant Director Peery – nothing to report.

Community Outreach Specialist Sovanski – Martin Luther King, Jr. Day was a day of service at the library. Jacquie Christen headed it up. Volunteers stuffed DARE bags for the Police Department, peeled crayons for SCARCE, and made cards for Phil's Friends.

Circulation Department Manager Hebert – Gave a shout out to Nahid for handling the community wreath decorations for the library. There were a few new wreaths this year. Two employees left and there are two new employees, Jacqueline Hyde-Young, she is a student at COD pursuing her LTA, and Brenda Vazquez, who is also a student at COD and is bilingual.

Public Services Manager Martorano – Almost 100 patrons attended the gingerbread house workshop, very successful. Parents have stated that they liked the Christmas lights. She thanked us for the opportunity to be Public Services Manager. There are two new PC clerks, which means the department is at full coverage.

IX. ACTION ITEMS

- A. Trustee Barreras moved and it was seconded by Trustee Baldwin that the GPLD Board of Trustees accept Updated Organizational Chart and Job Descriptions (Attachment #9). Ayes – All present. Nays - none. Motion carried.
- B. Trustee Evans moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees accept Updated Salary Schedule, PR-18-17 (Attachment #10). Ayes – All present. Nays – none. Motion carried.
- C. Trustee Barreras moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees accept Policy PR-19-17 Trial Increase of Summer Operating Hours (Attachment #11). Ayes – All present. Nays – none. Motion carried.

X. TRUSTEE OPEN DISCUSSION

- A. Discussion regarding Library Annual Goals Update (Attachment #12)
- B. The Personnel Committee Meeting for Library Director's Update was scheduled for February 8, 2017 at 6:30 PM.

XI. ADJOURNMENT

Trustee Evans moved and it was seconded by Trustee Milnes that GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 7:46 p.m.

Respectfully,

Constance Barreras

Secretary