



## GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES March 15, 2018

### I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:02 p.m. by Board President Sam Lucente at the Glenside Public Library.

### II. ROLL CALL

Trustees Present: Sam Lucente, Altha Milnes, Mariann Evans, Isabelle Baldwin, Chodri Khokhar and Connie Barreras. Trustee Jessica Breede arrived at 7:04 p.m.

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 Khokhar moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees adopts the agenda for March 15, 2018. Ayes – all present. Nays – none. Motion carried.

### IV. CITIZEN PARTICIPATION – None

### V. CONSENT AGENDA -

- A. Approval of minutes of the February 15, 2018 Board Meeting (To be filed as attachment #1 February 15, 2018).
- B. Authorize Treasurer to make adjustments to levy amounts within the 2017 tax extension.
- C. Annual Authorization: RAILS Library Non-Resident Participation (To be filed as attachment #7)

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

### VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented. Budget Meeting April 5, 2018 at 6:00pm. President Lucente encouraged everyone to attend.
- B. President's Report – none

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

- A. Trustee Milnes moved and it was seconded by Trustee Baldwin that the GPLD Board of Trustees accepts the Bills Approval Report (file with the Treasurer's Report) for March 15, 2018 in the amount of \$104,889.37. Ayes – all present. Nays – none. Motion carried.

### VIII. LIBRARIAN'S REPORT (Attachment #4)

**Library Director Bartenfelder** – record low incidents and police calls after school. Staff is doing a great job. Shared Kiwanis Club of Glendale Heights after school activities questionnaire that Builder's Club students completed. Glenside Library was the most popular after school choice. Met will Senior Center and

Recreation about integrating services. Met with Keith Knautz, Mike Marron and Mayor Linda Jackson. Discussed avoiding duplicate services, why library doesn't charge for programs, and how to coordinate marketing together. Will have joint program of movies in the park this summer and more programs in the future.

**Assistant Director Peery** – 360 degree photograph was taken of the library. Virtual tour of the building is online.

**Circulation Department Manager Hebert** – Circulation is going down in a lot of areas. New DVD circulation is up 132%. DVD circulation is giving library employees an opportunity to discuss other library features with patrons who visit library for DVDs.

**Public Services Manager Martorano** – Connection with community will show up in newsletter. Collaborating with park district and senior center on programs. Continuing summer programming with park district.

**Community Outreach Specialist Sovanski** – Meetings with Dale Hanstad (park district) and Debbie McKenzie (senior center) are fostering community connection. National Library week is April 8<sup>th</sup>-April 14<sup>th</sup>. Need trustees to volunteer as greeters from 1-4 on April 8<sup>th</sup> and 3-4 on April 14<sup>th</sup>.

President Lucente brought up the VITA tax program that the library is participating in for the first time. There are a few problems because it is the first year, clients don't bring social security card, no shows, not qualified for the program. Library has been making adjustments by stressing what they need to bring, making reminder calls and starting waiting list. Program has been well received and all reservation slots have been filled.

Director Bartenfelder also shared that the library will start offering Fitness Passes for circulation in conjunction with the village. Also looking into offering pool passes during the summer.

## **IX. ACTION ITEMS**

- A. Trustee Milnes moved and it was seconded by Trustee Breede that the GPLD Board of Trustees approve the Minutes of the February 15, 2018 Executive Session (Hand-out). Ayes – all present. Nays – none. Motion carried.
- B. Trustee Barreras moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees approve proposal for Digital Camera (18) Integration to Existing Security System - \$21, 965.00 (Attachment #5). Company walked around building and suggested 18 spots where cameras should be installed. Hi Resolution cameras with 3 month backup. Sonitrol will have access for monitoring remotely. Should reduce thefts and protect us liability wise. Ayes – all present. Nays – none. Motion carried.
- C. Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD Board of Trustees approve PR-20-17 Library Fees (Attachments #6 and #6b). Getting rid of processing fees on lost library materials. Copying prices identical to printing fees. 50 page limit per day. Not changing meeting room fees. Ayes – all present. Nays – none. Motion carried.
- D. Trustee Barreras moved and it was seconded by Trustee Baldwin that that the GPLD Board of Trustees approve Library Early Closing Wednesday, July 11<sup>th</sup>@5:00pm (GH Fest opening fireworks.) Ayes – all present. Nays – none. Motion carried.

## **X. TRUSTEE OPEN DISCUSSION**

- A. Fees for public meeting room use by non-profit organization. Study rooms are always free. Current policy is vague. Realigning with what we are currently doing. \$10 fee for non-profits, usually waived for community partners. \$75 for commercial use. Lacking between non-profit and commercial use. Would like

to change to \$25 for everyone using the room and waive fee for non-profit use. Limit of 2 times per month.

- B. Parking Lot Fund Raising during GH Fest. Girl Scouts on Wednesday night during opening night fireworks. Band boosters Friday, Saturday and Sunday when the library is closed. Lottery in future if more organizations make a request.
- C. Statement of Economic Interest – we don't need to send anything to Director Bartenfelder, he is notified. He will check to make sure statements were sent to correct email addresses.

**XI. ADJOURNMENT**

Trustee Evans moved and it was seconded by Trustee Baldwin that GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 8:00 p.m.

Respectfully,

Constance Barreras

Secretary

