



## GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES November 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, Isabelle Baldwin, Chodri Khokhar, Jessica Breede, Altha Milnes, Mariann Evans and Connie Barreras.

Also Present:

Library Director: Tom Bartenfelder

Assistant Director: Ian Peery

Community Outreach Specialist: Vince Sovanski

Public Services Manager: Jill Martorano

Circulation Department Manager: Jane Hebert

Community Members: Gail Brown, Penny Linneweh, Glenn Scott, and Michael Evans.

### III. ADOPTION OF AGENDA

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

### IV. CITIZEN PARTICIPATION

Penny Linneweh, Treasurer of the Kiwanis Club of Glendale Heights presented a check for \$1,000 to support the STEAM program at the Glenside Public Library. Gail Brown, tutor with Literacy DuPage presented a plaque to the library in recognition of their support of the organization.

### V. CONSENT AGENDA

- A. Approval of minutes of the October 18, 2018 GPLD Board Meeting (To be filed as Attachment #1 October 18, 2018).
- B. Approval of PR-01-18 Annual Policy Review 2018-19 (Attachment #8a).
- C. Approval of PR-02-18 Holiday Closures (Attachment #8b).
- D. Approval of PR-03-18 Emergency Purchases (Attachment #8c).
- E. Approval of Updated Job Description: Lead Circulation Clerk (Attachment #9).

A., B., C., D., & 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 #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 November 15, 2018 in the amount of \$76,019.96. Ayes – all present. Nays – none. Motion carried.

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

**Library Director Bartenfelder** – Day of the Dead event in partnership with Immigration Solidarity DuPage was hugely successful. 767 door count on Friday and 660 on Saturday. Looking forward to working with them and other organizations on mutual events in the future. Isabel Huerta will be the new fulltime Adult Services Librarian focusing on Hispanic Outreach. The Circulation Department will be redesigned in the next couple of years, as part of this the automatic sorter will be removed in January. The audit is almost finished, looks like we will meet our savings goal of \$300,000. Final audit will be presented to board at the January meeting.

**Assistant Director Perry** – Holiday lights are installed.

**Community Outreach Specialist Sovanski** – Candace Fleming was guest author in October and did presentations at area elementary schools. Attended ILA conference and presented Golden Ticket Award to outstanding Youth Services Librarian. Socks and Souls Socktober collection drive collected 271 socks and donated them to ICNA.

**Public Services Manager Martorano** – Annual Halloween party was a huge success with over 300 people in attendance. Excited about Isabel Huerta joining library staff, seeing how position shapes up and how her skills will make an impact on community. Day of the Dead was phenomenal, thank you to volunteers. Thank you to Kiwanis for donation to STEAM program. 14-foot holiday tree will be installed in November in the lobby. Patrons and staff may contribute decorations to the tree. Christmas Sharing donations will be under the tree. Director Bartenfelder added that wreaths from around the community will be decorating the walls.

**Circulation Department Manager Hebert** – Cindy Todorovic retired after 15 years with the library. Jacqueline Hyde-Young was promoted to Lead Circulation Clerk, she is getting her LTA, and will be getting her notary license and taking passport training. Will be hiring someone for 10-12 hours to help with passports. Went to Circulation Conference in October in Wisconsin, great programs on customer service and recruiting the best candidates. Director Bartenfelder added that the Lead Clerk qualifications have changed to require maintaining notary license and completing passport acceptance training.

## IX. ACTION ITEMS

- A. Trustee Barreras moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees authorize director to submit Per Capita Grant Application 2019. Trustees are

- required to review "Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." One trustee must complete an educational program in calendar year 2018 that focuses on meeting the needs of patrons with challenges or disabilities. Ayes – all present. Nays – none. Motion carried. (Attachment #5).
- B. Trustee Evans moved and it was seconded by Trustee Baldwin that the GPLD Board of Trustees authorize Treasurer to Wire Transfer Bond Payment, Due December 28, 2018. Ayes – all present. Nays – none. Motion carried. (Attachment #6).
  - C. Trustee Evans moved and it was seconded by Trustee Milnes that the GPLD Board of Trustee Cancel December Board Meeting. Ayes – all present. Nays – none. Motion carried.
  - D. Trustee Evans moved and it was seconded by Trustee Khokar that the GPLD Board of Trustees authorize Treasurer to pay all normal and customary bills in December and Board will affirm in January. Ayes – all present. Nays – none. Motion carried.
  - E. Trustee Khokar moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees approve Midwest Computer Products quote for meeting room AV installation \$37,254.40. Ayes – all present. Nays – none. Motion carried. (Attachment #10).

## **X. TRUSTEE OPEN DISCUSSION**

- A. Trustee filing dates 12/10 – 12/17. Petitions can be notarized prior to filing dates (the library provides notary at no cost).
- B. Review parking lot fundraising policy proposal. (Attachment #7). New policy was discussed, and key components were pointed out.
- C. Casino Night Fundraiser and liquor policy. Discussed having Casino Night Fundraiser with Friends of the Library and the Kiwanis Club of Glendale Heights in Spring. Director Bartenfelder will research liquor policy for the library and present at January meeting. Casino Night Fundraiser planning will proceed.
- D. Trustee Barreras received a request to look into specialty collection of Wilton Cake Pans. Director Bartenfelder said that specialty collections are patron driven and there must be large demand. Request to market unique items we currently have to patrons. Received a request from a patron to bring back line-dancing. Library's mission is not to provide extended series physical instructional programs. Exercise programs will only be provided quarterly at the most to expose patrons to opportunities.
- E. Trustee Evans requested information on periodical collection at the library. This is patron request driven and is tracked, library requests items from other libraries until there is a greater demand.

## **XI. ADJOURNMENT**

Trustee Milnes moved and it was seconded by Trustee Evans that GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 8:32 p.m.

Respectfully,

*CONSTANCE BARRERAS*

Constance Barreras  
Secretary