

**BOARD OF TRUSTEES  
MEETING MINUTES  
January 17, 2019**

**I. CALL TO ORDER**

The regular Board Meeting of the GPLD Board of Trustees was called to order at 7:01pm by Board President Sam Lucente at the Glenside Public Library.  
Appoint Secretary ProTem: Isabelle Baldwin

**II. ROLL CALL**

Trustees Present: Isabelle Baldwin, Altha Milnes, Sam Lucente, Mariann Evans, Chordi Khokhar, Jessica Breede  
Absent: Connie Barreras  
Library Director: Tom Bartenfelder  
Community Outreach Specialist: Vince Sovanski  
Circulation Department Manager: Jan Hebert  
Public Services, Asst. Manager: Jacquie Christen

**III. ADOPTION OF AGENDA**

Trustee Milnes moved and it was seconded that the GPLD Board of Trustees adopt the agenda for January 17, 2019.

Ayes – all present.

Nays – none.

Motion carried.

**IV. CITIZEN PARTICIPATION**

Mr. Evans requested Director look into getting a U.S. Mail Box on premises.

**V. CONSENT AGENDA**

A. Approve Minutes: Regular Board Meeting, November 15, 2018

B. Accept Annual Audit & Annual Financial Report 2017-18

C. Authorize Certification of Names for annual Statement of Economic Interest

D. O-04-18 Regular Meeting Dates 2019-20

All items approved by consensus with no corrections.

**VI. COMMITTEE REPORTS**

A. Forthcoming Meetings Calendar was reviewed.

B. President Report: None

**VII. TREASURER'S REPORT**

Trustee Milnes moved and it was seconded the board ratify bills paid in December 2018 in the amount of \$74,969.03. Ayes – all present. Nays –none. Motion carried.

Trustee Milnes moved and it was seconded that the GPLD Board of Trustees accepts the Bills Approval Report for January 17, 2019 in the amount of \$57,421.49. Ayes – all present. Nays – none. Motion carried.

**VIII. LIBRARIAN'S REPORT**

**Library Director Tom Bartenfelder**

Audit came back with no problems. Year early with building Library reserve balance. AV install at 90% completion. Installing new meeting room and bathroom doors. Doors will be solid. Hopefully solid doors for the bathrooms will help soften hand dryer noise. Tom read note from a patron complimenting the library on passport services. Eileen, a page, will complete 35 years of service; the library will have a party in February as a celebration for her years of service.

**Assistant Director Ian Peery**, none

**Community Outreach Specialist Vince Sovanski**

Complimented Tom on the exterior holiday lights. Annual holiday wreathes were as popular as always. Holiday tree was a big success. Vince and Jill shopped for gifts for Christmas Sharing, children only this year. Food for Christmas Sharing was down this year, 10 boxes were collected. Faith and Family Church in Glendale Heights opened their new food pantry. Vince toured the facility and found it to be quiet nice. The church is looking for volunteers. Vince talked about the "Caribbean Night" event in April. 200 tickets are for sale, \$50 each the event is being sponsored by the Friends of the Library and Kiwanis Club of Glendale Heights. Questions concerning the event directed at Tom is he will see how it goes and decide after if this should or could be an annual event.

**Department Manager Jane Herbert**

Jane lost a member of the department but has replaced her with Cindy Stacey. Jackie Hyde-Young has passed the passport acceptance training and is now an agent. She will be the lead. Jane thanked Tom and Ian for helping with carrying in a patron's donation of books.

**Public Services, Asst. Manager Jacquie Christen,**

New hire Isabel Huerta has "hit the ground running" and has become an asset to the department. She has great ideas and has been helpful in many areas of Public Services. Stephanie has returned to Glenside, she was a PC Clerk, left to return to school and pursue other opportunities, but now has returned to Glenside and it is great to have her back. Vita Tax Prep will start up February 10, but could change. All tax forms have been received for our patrons use. Programs and events throughout December were successful and enjoyed by the participants.

**IX. ACTION ITEMS**

- A. PR-04-18: Parking lot fundraising policy. Trustee Milnes moved and it was seconded to approve policy as stated. Discussion of how and when it would be used. Ayes – all present. Nays – none. Motion carried
- B. R-03-18: Liquor Policy. Trustee Milnes moved and it was seconded to approve the policy as stated. Tom explained how this policy's consideration came about, as a fundraiser in April 2019 for Friends of the Library and Kiwanis Club of Glendale Heights. Discussion of how and when it would be used.  
**Roll Call:** Ayes – all present. Nays – none. Motion carried.

**X. TRUSTEE OPEN DISCUSSION**

- A. Discussion regarding Library Annual Goals Update Attachment #7 is for Trustee to read and if possible attend the personnel meeting with any questions for Tom.
- B. Schedule Personnel Committee Meeting for Library Director's Update.  
Meeting scheduled for February 7, 2019.
- C. Trustee Khokhar inquired about trustees getting library shirts similar to the staff? Would be nice during National Library Week when trustees volunteer to have the shirt to wear. Tom will look into the possibility.

**XI. ADJOURNMENT**

- Trustee Evans moved and it was seconded that the GPLD Board of Trustees adjourns.  
Ayes – all present. Nays – none. Motion carried at 7:47p.

Respectfully submitted,

Isabelle Baldwin

Isabelle Baldwin, Secretary pro-tem