



## GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES May 21, 2020

### I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:03 p.m. by Board President Sam Lucente at the Glenside Public Library.

### II. ROLL CALL

Trustees Present: Sam Lucente, Altha Milnes, and Mariann Evans. Trustees Attending Remotely: Isabelle Baldwin, Jessica Breede, Chodri Khokar and Connie Barreras. Also Present: Library Director Tom Bartenfelder. Assistant Library Director Ian Peery, Public Services Manager Jill Martorano, and Circulation Services Manager Jane Hebert attended remotely.

### III. ADOPTION OF AGENDA

Trustee Khokar moved and it was seconded by Trustee Evans that the GPLD Board of Trustees adopts the agenda for May 21, 2020. Roll Call Vote: Ayes – all present. Nays – none. Motion carried.

### IV. CITIZEN PARTICIPATION – None.

### V. CONSENT AGENDA

A. Approval of minutes of the April 23, 2020 GPLD Board Meeting (To be filed as Attachment #1 April 23, 2020).  
Adopted 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)

A. Trustee Milnes moved and it was seconded by Trustee Evans that the GPLD Board of Trustees accept Bills Approval Report (file with the Treasurer's Report) for May 21, 2020 in the amount of \$67,695.20. Roll Call Vote: Ayes – all present. Nays – none. Motion carried.

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

**Library Director Bartenfelder** – Received notification that parking lot project will be starting on May 27<sup>th</sup> and ideally will be finished by June 3<sup>rd</sup> depending on weather. Anticipating finish by June 8<sup>th</sup>. Administratively efforts have been on tracking pandemic developments: Best safety practices, library operations, and Human Resources procedures to call people back to work. Curbside procedures have been finalized. Starting planning for what the library will look like when public can come back in.

**Assistant Library Director Peery** – Over 238 virtual library cards have been issued in the last two months. Building maintenance taking place: elevator maintenance and repair, window cleaning/caulking, and fire panel inspection. Preparing for data base migration to SWAN. Have had meetings virtually regarding SWAN. Application for grant submitted to RAILS for migration costs of \$32,985, if granted library cost will be \$1,629 for miscellaneous items.

**Public Services Manager Martorano** – Update on what staff are doing from home. Virtual programming: story times, foodie kids, grade school read alouds, Ms. Rachel, teen librarian has YA author panels, adult book club, podcast club, and computer literacy continuing. ELL and citizenship one-on-ones are continuing by computer and phone. Help with SNAP and unemployment applications is being done by telephone. Part-time staff taking opportunity to do online learning.

**Circulation Manager Hebert** – Has access to enable her to help patrons with research and circulation questions. Passport certification for this year is finished. Notary staff have been looking at bulletins for research and study. Staff has had four regular meetings over google meets and met one-on-one. Staff has done over 100 customer service/tech webinars on excel, e-readers, management, supervisory, etc. Updated policy procedures to drive from binder.

## IX. ACTION ITEMS

- A. Trustee Khokar moved and it was seconded by Trustee Evans that the GPLD Board of Trustees Amend Operating Budget, 2019-2020 (Attachment #5). Roll Call Vote. Ayes – all present. Nays – none. Motion carried.
- B. Trustee Barreras moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees Adopt Operating Budget 2020-2021 \$3,609,817 with Chart of Accounts (Attachments: #6a, #6b). Roll Call Vote. 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-03-19 Salary Chart 2020-2021 (Attachments: #7a, #7b). Roll Call Vote. Ayes – all present. Nays – none. Motion carried.
- D. Trustee Khokar moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees Accept the Recommendation: Property, Liability, Workers' Comp Insurance, 2020-2021 renewal in the amount of \$28,822 (Attachment #8). Roll Call Vote. Ayes – all present. Nays – none. Motion carried.
- E. Trustee Barreras moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees Approve Ordinance O-07-19 providing for the execution of an intergovernmental agreement authorizing membership in SWAN (Attachments: #9, #9a). Roll Call Vote. Ayes – all present. Nays – none. Motion carried.
- F. Trustee Evans moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees Declare all Library Services to be Essential Government Functions as defined in Illinois Executive Order 2020-32. Roll Call Vote. Ayes – all present. Nays – none. Motion carried.
- G. Trustee Barreras moved and it was seconded by Trustee Khokar that the GPLD Board of Trustees Pay staff their average bi-weekly salaries during the month of June if their scheduled hours are reduced below their bi-weekly average. Roll Call Vote. Ayes – all present. Nays – none. Motion carried.

**X. TRUSTEE OPEN DISCUSSION**

- A. Scheduled Personnel Committee for Library Director's annual evaluation. Scheduled for June 11, 2020 at 6:30 p.m. Zoom meeting option will be available unless open meeting act changes are made.
- B. Scheduled Secretary's Audit, 2020-2021. President Lucente and Trustee Evans will perform the audit on June 11, 2020 at 6:00 p.m.
- C. Staff Safety: Procedures & PPE. Director Bartenfelder reviewed safety procedures being designed to provide curbside services starting June 15, 2020 and reviewed the personal protective equipment that will be available to the staff. Email attachment was sent out to trustees on May 20, 2020.
- D. Trustee Barreras shared that the Village of Glendale Heights is holding a Food Distribution on June 13, 2020 and would like the assistance of volunteers. More information on the event will be sent out to trustees when it is received.

**XI. ADJOURNMENT**

Trustee Khokar moved and it was seconded by Trustee Milnes that GPLD Board of Trustees adjourns. Roll Call Vote: Ayes – all present. Nays – none. Motion carried at 8:05 p.m.

Respectfully,

*Constance Barreras*

Constance Barreras  
Secretary