



**GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES  
MEETING MINUTES  
June 18, 2020**

**I. CALL TO ORDER**

The regular board meeting of the GPLD Board of Trustees was called to order at 7:01 p.m. by Board President Sam Lucente at the Glenside Public Library.

**II. ROLL CALL**

Trustees Present: Sam Lucente, Altha Milnes, Chodri Khokhar and Mariann Evans. Trustees Attending Remotely: Isabelle Baldwin, Jessica Breede, 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 Evans moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees adopts the agenda for June 18, 2020. Roll Call Vote: Ayes – all present. Nays – none. Motion carried.

**IV. CITIZEN PARTICIPATION – None.**

**V. CONSENT AGENDA**

- A. Approval of minutes of the May 21, 2020 GPLD Board Meeting (To be filed as Attachment #1 May 21, 2020).
- B. Approval of minutes of the June 11, 2020 Personnel Committee Meeting. (Attachment #6).
- C. Approval of minutes of the June 11, 2020 Personnel Committee Executive Session. (Attachment #7 – not part of board packet)  
A., B., and C., Adopted by consensus with no corrections.

**VI. COMMITTEE REPORTS**

- A. Forthcoming Meetings Calendar (Attachment #2) was presented.
- B. President's Report – President Lucente participated in the secretary's audit. Trustee Milnes will also do secretary's audit to complete process.

**VII. TREASURER'S REPORT (Attachment #3)**

- A. Trustee Milnes moved and it was seconded by Trustee Baldwin that the GPLD Board of Trustees accept Bills Approval Report (file with the Treasurer's Report) for June 18, 2020 in the amount of \$408,750.04. Roll Call Vote: Ayes – all present. Nays – none. Motion carried.

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

**Library Director Bartenfelder** – All staff were recalled on June 15<sup>th</sup> for curbside pickup. Working on 2019-2020 audit. Two pieces of legislation that passed this month that are relevant to the library: Election day holiday November 3<sup>rd</sup> – will discuss possible library closure as the date gets closer. Bill that allows students that live in unincorporated areas to get a free library card if they are part of the free and reduced lunch program.

Attended GAP meeting – no looting or vandalism in Glendale Heights. School Districts are planning for different scenarios regarding opening, no final decisions have been made.

Met with local directors to discuss reopening plans.

**Assistant Library Director Peery** – Working on SWAN migration project. We were awarded grant from RAILS to cover one-time expenses. Sending check to Innovative so data extraction can start. Meeting weekly with SWAN via Zoom meetings. Tentative dates are testing for staff 9/15, Final Data Extraction 11/23, and Going Live date 12/9.

Parking lot is completed. Weather caused slight delay. North and south end curbs had to be replaced at a cost of \$16,000. Material underneath was in better shape than expected and only \$5,000 of \$34,000 allowance was used. Project was completed on time and under budget. Technical services staff were recalled on June 8<sup>th</sup>. Processing shipments that were received while library was closed and have started receiving new shipments of materials.

**Public Services Manager Martorano** – On June 8<sup>th</sup> part-time staff and computer clerks returned to full regular schedule. Have had 30 print/fax requests. 66 individual curbside materials requests. Virtual Summer Reading program has launched using Beanstack. Preregistration was up and running on June 15<sup>th</sup>. Program will be from July 1<sup>st</sup> – Jul 31<sup>st</sup>. 192 people are preregistered as of today. Will have option to register by phone or in person when the building opens. Prizes will be awarded, and adult drawing will take place at the end of the program.

**Circulation Manager Hebert** – Today was the 4<sup>th</sup> day for curbside pick-up. 205 patrons have visited for library materials in the first three days and just under 1000 items have been checked out. Busiest times are 9-10 and 12-2. Not offering ILL services at this time, will be beginning in July. RAILS service begins again on June 29<sup>th</sup>.

#### **IX. ACTION ITEMS**

- A. Trustee Khokhar moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees Approve PR-04-19 Personnel Policy (Attachment #5). Roll Call Vote. Ayes – all present. Nays – none. Motion carried.
- B. Trustee Khokhar moved and it was seconded by Trustee Breede that the GPLD Board of Trustees Approve the Library Director's Salary increase of 3% in 2020-21 to a total of \$112,500. Roll Call Vote. Ayes – all present. Nays – none. Motion carried.

#### **X. TRUSTEE OPEN DISCUSSION**

- A. Discussion of library's plan to resume limited in-building public services. Next phase after curbside will be a grab and go model. There will be one-hour time slots for computer usage that have hard limits. No loitering or room usage. Only access to materials and computers. Will continue curbside. Opening options: July 6<sup>th</sup> open – more information available to see the risks and what more of our neighboring libraries are doing. Possible negative, influx from neighboring areas that are still closed. June 29<sup>th</sup> open – People need to access computers and managers will all be in the building. Default is June 29<sup>th</sup>. 2 weeks after being open to public, passport and notary services will resume. Comfortable not putting a metering system in place. One-hour procedural time limit. Information on opening will encourage calling in for reservations on 8 public computers and 2 one-on-one stations if help is needed from computer clerk.

#### **XI. ADJOURNMENT**

Trustee Evans moved and it was seconded by Trustee Khokar that GPLD Board of Trustees adjourns. Roll Call Vote: Ayes – all present. Nays – none. Motion carried at 7:43p.m.

Respectfully,

*Constance Barreras*

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Secretary