



**GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
MEETING MINUTES
February 18, 2021**

I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:00 p.m. by Board Vice-President Isabelle Baldwin at the Glenside Public Library.

II. ROLL CALL

Trustees Present: Altha Milnes, Chodri Khokar, Marianne Evans, Jessica Breede, Connie Barreras, and Isabelle Baldwin. Trustee Absent: Sam Lucente. Also Present: Library Director Tom Bartenfelder and Assistant Library Director Ian Peery.

III. ADOPTION OF AGENDA

Trustee Milnes moved and it was seconded by Trustee Khokar that the GPLD Board of Trustees adopts the agenda for February 18, 2021. Ayes – all present. Nays – none. Motion carried.

IV. CITIZEN PARTICIPATION

We received a letter from a patron, **Dr. Kathy Freeman**. Dr. Freeman spent a lot of time at the library last fall, working on her dissertation. In fact, she even conducted her dissertation defense in one of our study rooms over Zoom. She wrote that she was so impressed and thankful for the efforts of Librarians Jim Barton and Jacquie Christen that she added an official acknowledgement of the library into her dissertation.

She also mentions that we are the best library she's visited in the Chicagoland region.

V. CONSENT AGENDA

- A. Approval of minutes of the January 21, 2021 GPLD Board Meeting (To be filed as Attachment #1 January 21, 2021).
- B. Accept Semi-annual Statement of Receipts and Disbursements 2020 July-Dec (Attachment #6).
- C. Accept Annual County Tax Distribution Statement (2019 Levy) (Attachment #7).
- D. Authorize FY 2020-21 Illinois Public Library Per Capita Grant Application (Attachment #8).

A., B., C., & D. 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 and Handout)

- A. Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD Board of Trustees accept Bills Approval Report (file with the Treasurer's Report) for February 18, 2021 in the amount of \$101,404.09. Ayes – all present. Nays – none. Motion carried.

VIII. LIBRARIAN'S REPORT (Attachment #4)

Library Director Bartenfelder – Attended GAP Meeting in February. Big focus of the meeting was the

vaccination of first responders and teachers. Most of the police officers have received the vaccine and 70% of the fire fighters. The county assessor continues to report that homes are selling quickly in Glendale Heights, usually within 7-10 days of posting and often for their full asking price. The village is tentatively planning on having Glendale Heights fest in July. They are looking at COVID metrics throughout spring. When/IF they confirm the event is going on, I will present the board with the option to close the library early the first Wednesday of the fest.

New shelving arrived in Youth Services, additions have been 80% installed. These shelving units are serving to make our new children's books and Spanish language collection books much more visible and accessible. These units have replaced the last of the legacy shelving units from before the big renovation, they really make the area much more visibly appealing and uniform.

Dulce Polivka is currently doing her internship for her LTA program at Glenside. She is scheduled in a variety of tasks and departments each week and is working out quite well.

I am still working on redesigning the monthly statistical report but am pleased with progress made so far. One of the main objectives of the redesign is to report on all the growing services the library offers. It moves away from being material check-out focused and begins to bring patron activity and use of services into clearer focus. Who is using the library on a monthly basis, what is their demographic, when do they use the library, how old are they, what are multi-month and multi-year trends of different services, etc..

D16 school has returned to hybrid schooling. Student presence after school in the library is minimal, most of it is children waiting to be picked up within 20 minutes. Our capacity is not being stretched in any way.

We conducted the bid opening for the study room project expansion. The lowest bidders came in about \$70,000. The architect will present his recommendation for awarding the project at the March board meeting. Despite the cost, I continue to feel very strongly that increasing study room capacity in the library is needed. Meeting the community's demand for free individual and small group community space reinforces the library's value and purpose.

Reporting for Circulation Manager Jane Hebert: In January we promoted **Brenda Vasquez** to Lead Circulation Clerk. She will be trained as a Notary and Passport Agent to help keep up with the demand. And we are posting her old position of Circulation Clerk. 105 passports were processed in the month of January almost double that of January last year. RAILS, the overarching library consortium of northern Illinois has reduced its standard for item quarantine to 24 hours, the library immediately also adopted this position and now items are getting back to the shelves about twice as fast. Joining SWAN has resulted in a giant increase in the borrowing and lending of items to and from other libraries. Last year in January we sent other libraries 88 items, this year we sent out over 2,000. Last year in January we received 200 items from other librarians for our patrons, this year we received over 1,000. SWAN has undoubtedly increased access to materials for our patrons, and we are making it a goal to assure we are answering as many requests by SWAN to send out items. This way we can establish ourselves as a boon to the collaborative rather than a detriment.

Reporting for Public Services Manager Jill Martorano: Part Time Librarian **Soon Har Tan** has given her one-month notice. She has worked multiple jobs for years and has decided to ease up a bit. Her position is currently posted. We are maintaining 3 other vacancies, 1 FT and 2 PT which will remain vacant until in-person programming returns to the library or if we continue to see increased demand of the PS services desks. The library migrated to a new Chat service for patrons. The old one was a free service that begun slowly removing functionality. Jon Schutt, marketing coordinator, worked with librarians to select and test a new platform that provides better notification resulting in quicker

response by staff. It also allows individual logins and customization for each librarian. It is working smoothly and looks sharp/professional, I'm very happy with it. Over 30 patrons attended the virtual program, World Hijab Day. Some from as far away as Florida! Virtual programming is an interesting frontier...

Assistant Library Director Peery – Dust has settled on SWAN migration process. Minor problems have been resolved. Getting proposal for wall washing lights for new shelving area.

IX. ACTION ITEMS

- A. Trustee Evans moved and it was seconded by Trustee Khokar that the GPLD Board of Trustees Approve Policy Resolution – Salary Schedule 2021-22 (Attachment #5) Ayes – all present. Nays – none. Motion carried.

X. TRUSTEE OPEN DISCUSSION

- A. The Personnel Committee Meeting for Library Director's Update was Scheduled for March 4, 2021 at 6:30 p.m.
- B. Meetings will only be in person moving forward unless a trustee contacts Director Bartenfelder and requests remote access.

XI. ADJOURNMENT

Trustee Barreras moved, and it was seconded by Trustee Khokar that the GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 7:21 p.m.

Respectfully,

Constance Barreras

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Secretary