



**GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES
MEETING MINUTES
August 26, 2021**

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, Jessica Breede, Altha Milnes, Isabelle Baldwin, Sufiyan Mohammed, Mariann Evans, and Connie Barreras. Also Present: Library Director Tom Bartenfelder, Assistant Director Ian Perry, Public Services Manager Jill Martorano, and Circulation Manager Pam Kamin.

III. ADOPTION OF AGENDA

Trustee Barreras moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees adopts the agenda for August 26, 2021. Ayes – all present. Nays – none. Motion carried.

IV. CITIZEN PARTICIPATION - NONE

V. CONSENT AGENDA

- A. Approval of minutes of the July 22, 2021 GPLD Board Meeting (To be filed as Attachment #1 July 22, 2021).
 - B. Approval of minutes of the Executive Committee Meeting, July 24, 2021 (To be filed as Attachment #9 August 26, 2021).
 - C. Approval of minutes of the Executive Committee Meeting Closed Session July 24, 2021.
 - D. Approval of minutes of the Personnel Committee Meeting July 24, 2021 (To be filed at Attachment #10 August 26, 2021).
 - E. Approval of minutes of the Personnel Committee Meeting Closed Session July 24, 2021.
 - F. Approval of minutes of the Executive Committee Meeting July 29, 2021 (To be filed as Attachment #11 August 26, 2021).
 - G. Approval of minutes of the Executive Committee Meeting Closed Session July 29, 2021.
 - H. Approval of minutes of the Budget Committee Meeting August 19, 2021 (To be filed as Attachment #12 August 26, 2021).
 - I. Acceptance of Semi-annual Statement of Receipts and Disbursements Jan-Jun 2021 (To be filed as Attachment #13 August 26, 2021).
- A., B., C., D., E., F., G., H., and I. Adopted by consensus with no corrections.

VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented.
- B. President's Report – Kimberly Marshal from BKD reached out regarding audit.

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 accept Bills Approval Report (file with the Treasurer's Report) for August 26, 2021 in the amount of \$149,479.59. Ayes – all present. Nays – none. Motion carried.

VIII. LIBRARIAN'S REPORT (Attachment #4)

Director Bartenfelder – Hard at work handling the audit. Thank you to trustees for their work at committee meetings this past month. There has been an increase in foot traffic and incidents, 2 bikes and 1 phone were stolen, 1 bike and 1 phone were recovered. 5 children have been banned for one week. Mask wearing update. Mandate for children's areas and teen rooms. Governor announced that as of Monday everyone over the age of two will need to wear masks in indoor spaces. Library will follow mandate.

Assistant Director Peery – Marketing Coordinator, Jon Schutt, has created a new website from the ground up. Went live on Monday. Website is now service oriented. On Tuesday the Scan/Fax stations were updated to new models. All old features plus new ones including they are now capable of scanning and then translating foreign languages. Switched out printing platform. We will now be able to print from mobile devices, computer, websites, and phones. Cash/Credit Card/Tap to Pay capabilities. Redundancy in printers. Staff can reprint from last 24 hours. Chiller repairs – two motors and fans. Garden has been replaced after damage from scupper installation.

Circulation Manager Kamin – Dulce Polivka relocated and Cathy Heneghan retired. Promoted from within, Janine Paleracio is already trained and Veronica Herrera is quickly working her way through training. Two openings for circulation clerks. So far 14 applications and counting. Busy month so far 88 passport applications, 67 notary, and 241 new library cards. July had 126 passports processed.

Public Services Manager Martorano – Shireen Baig and Zil Barot returned to college. Karen Perez and Erica Rodriguez are the new computer clerks starting on August 30th. Welcomed back students after school. Masks are required. Majority are walking in with masks on. Outreach: Glendale Heights National Night Out. District 15 – Elementary back to school nights this week, table staffed with librarian at each school. District 16 – Back to school was virtual. Hosted collection box for ICNA Relief School Supplies and received a thank you letter from them.

IX. ACTION ITEMS

- A. Trustee Evans moved and it was seconded by Trustee Baldwin that the GPLD Board of Trustees Approve R-02-21 Appointment of Library Trustee. Trustee Lucente presented the Executive Committee recommendation for Library Trustee, Sufiyan Mohammed (Attachment #5). Roll Call Vote: Ayes – all present. Nays – none. Motion carried.
- a. Oath of Office was administered to Trustee Sufiyan Mohammed by Trustee Barreras.
- B. Trustee Milnes moved and it was seconded by Trustee Breede that the GPLD Board of Trustees Approve O-01-21 Budget and Appropriation (Attachment #6). Roll Call Vote: Ayes – all present. Nays – none. Motion carried.

- C. Trustee Barreras moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees Approve Treasurer’s Estimate of Revenue, 2021-2022 (Attachment #7). Ayes – Milnes, Barreras, Evans, Breede, Baldwin, and Lucente. Abstained – Mohammed. Nays – none. Motion carried.
- D. Trustee Milnes moved and it was seconded by Trustee Breede that the GPLD Board of Trustees Approve Personnel Committee’s Recommendation to increase the library director’s annual salary by 2.2%. Ayes – Milnes, Barreras, Evans, Breede, Baldwin, and Lucente. Abstained – Mohammed. Nays – none. Motion carried.
- E. Trustee Baldwin moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees Accept Library Annual Goals 2021-22. Ayes – Milnes, Barreras, Evans, Breede, Baldwin, and Lucente. Abstained – Mohammed. Nays – none. Motion carried.

X. TRUSTEE OPEN DISCUSSION - NONE

XI. ADJOURNMENT

Trustee Barreras moved, and it was seconded by Trustee Lucente that the GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 7:34 p.m.

Respectfully,

Constance Barreras

Constance Barreras
Secretary