



# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

May 18, 2023

### I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:10 p.m. by Board President Isabelle Baldwin at the Glenside Public Library.

### II. ROLL CALL

Trustees Present: Altha Milnes, Isabelle Baldwin, and Connie Barreras. Trustees absent: Jessica Breede. Also Present: Library Director Tom Bartenfelder, Assistant Library Director Ian Peery, Circulation Services Manager Pam Kamin, and Assistant Public Services Manager Jacquie Christen.

### III. ADOPTION OF AGENDA

Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD Board of Trustees adopts the agenda for March 16, 2023.

Ayes – all present. Nays – none. Motion carried.

### IV. CITIZEN PARTICIPATION

A number of public members spoke to encourage the board to move the book “Gender Queer” from the teen collection into the adult collection. Dr. Sabeel Ahmed voiced his support for new library trustee, Mohammed Mortoja

### V. OATH OF OFFICE

- A. Oath of office was administered to Mohammed Mortoja
- B. Oath of office was administered to Christine Maes

### VI. ELECTION OF OFFICERS: 2023-2025

- A. **President** – Trustee Barreras nominated Isabelle Baldwin for the position of President. No additional nominations. Voting: Ayes 5, Nays 0.
- B. **Vice President** – Trustee Mortoja nominated Mohammed Mortoja for the position of Vice President. Trustee Baldwin nominated Constance Barreras for the position of Vice President No additional nominations.  
Voting for Mortoja: Ayes 2, Nays 3  
Voting for Barreras: Ayes 3, Nays 2
- C. **Secretary** – Trustee Barreras nominated Christine Maes for the position of Secretary. Nomination was seconded by Trustee Baldwin. No additional nominations. Voting: Ayes 5, Nays 0.
- D. **Treasurer** – Trustee Baldwin nominated Altha Milnes for the position of Treasurer. Nomination was seconded by Trustee Barreras. No additional nominations. Voting: Ayes 5, Nays 0.

## VII. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, March 16, 2023 (Attachment #1)
- B. Approve Minutes: Budget Committee Meeting, April 27, 2023 (Attachment #11)

All adopted by consensus with no corrections.

## VIII. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented.
- B. President's Report – None

## IX. TREASURER'S REPORT (Attachment #3 and Handout)

- A. Ratify Bills Approval Report for April 20, 2023 in the amount of \$89,381.56

Ayes – all present. Nays – none. Motion carried.

- B. Accept Bills Approval Report for May 18, 2023

Ayes – all present. Nays – none. Motion carried.

## X. LIBRARIAN'S REPORT

**Director Bartenfelder** – Provided an update on the Circulation Renovation Desk. The original subcontractor responsible for the front 3 service desks failed to meet architectural requirements of the job and have been removed. New desks are being fabricated offsite and should be delivered about Mid-July. In the meantime, the circulation department has moved into the renovated area. The digital monument sign is progressing. There was a delay in demolition of the foundation rock while the architect and contractor decided if it can be reused. It was decided the foundation should be removed and re-poured for the new sign. This work will begin 5/22.

**Assistant Director Peery** – Reported that the “Curtain Wall” leak repairs will be going to bid soon. The expectation is that a recommendation to award the project will be presented to the board in July. The library's building consultant will be present to explain the technicalities and objectives of the project.

**Circulation Services Manager Kamin** – Staffing has been stable in circulation and the department has been fully staffed since December. Staff is excited to be in the newly renovated space; and happily unpacking and settling in. Since the March board meeting, staff completed three new courses in SWAN's Online Learning System. Next month, SWAN is launching a new notification service called MessageBee. This new notification service will allow each library to customize their email notices with unique branding, links, and promotions.

**Assistant Public Services Manager Christen** –

Library Programs: The 6th annual STEAM Fest was a huge success with approximately 250 people in attendance throughout the day. The Easter Egg Hunt was a success with approximately 100 people in attendance. The Petting Zoo was a success with approximately 300 people in attendance during the 4 hour event. The Summer Newsletter has been completed and should be in mailboxes. The 2023 Summer Reading program (theme: Find Your Voice) will kick-off on Saturday, June 3rd. The shaved ice truck will be at the library to hand out treats for those who register.

Community Outreach: Meg, the grade school outreach coordinator, ran all of D15's Battle of the Books events. Meg, the grade school outreach coordinator, hosted D16's Reading Challenge Reward Pizza Party at the library. 70 elementary children participated. The outreach team will be going to all the classrooms to promote the 2023 summer reading program. The library is partnering with GECC (Glenbard Early Childhood Collaborative) this summer to bring book bags to the families who do not have transportation to come to the library. These will be picked up and delivered by the organization's home visitor staff.

Services: The library partnered with Worknet Dupage with the addition of a physical career kiosk to help connect people with employment.

Staff: Elsa Medhin and Jamie Rojas have joined the public services team as computer clerks.

## XI. ACTION ITEMS

- A. Milnes moved and it was seconded by Barreras Appoint April Hieronymus to fill the library trustee vacancy

Ayes – all present. Nays – none. Motion carried.

B. Barreras moved and it was seconded by Milnes to table Committee Assignments (Attachment #5)

Ayes – all present. Nays – none. Motion carried.

C. Budget Committee Recommendations:

1. Mortoja moved and it was seconded by Milnes to Approve Amended Budget, 2022-2023 (Attachment #6)

Ayes – all present. Nays – none. Motion carried.

2. Maes moved and it was seconded by Mortoja to Approve Operating Budget, 2023-2024 (Attachment #7)

Ayes – all present. Nays – none. Motion carried.

D. Barreras moved and it was seconded by Maes to approve PR-02-22 2023-24 Salary Chart Revision (Attachment #8)

Ayes – all present. Nays – none. Motion carried.

E. Barreras moved and it was seconded by Baldwin to deny the Reconsideration Request Appeal (Attachment #9)

ROLL CALL VOTE: Ayes: Baldwin, Barreras, Hieronymous, Maes.

Nays: Milnes, Mortoja.

Motion Carried

## **XII. TRUSTEE OPEN DISCUSSION**

A. Scheduling the Personnel Committee and Secretary's Audit of 2022 – 2023 was delayed due to committees needing to be formed.

B. The Organizational Meeting of the Decennial Committee was scheduled for 6/1 @ 6:30pm

## **XIII. ADJOURNMENT**

Trustee Barreras moved, and it was seconded by Trustee Mortoja that the GPLD Board of Trustees adjourns.

Ayes – all present. Nays – none. Motion carried at 8:34 p.m.

Respectfully,

*Tom Bartenfelder*

**Tom Bartenfelder**

Library Director, Glenside Public Library District Board of Trustees