



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

June 22, 2023

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 President Isabelle Baldwin at the Glenside Public Library.

II. ROLL CALL

Trustees Present: Altha Milnes, Isabelle Baldwin, Connie Barreras, Jessica Breede, Mohammed Mortoja, Christine Maes, April Hieronymus. Also Present: Library Director Tom Bartenfelder, Assistant Library Director Ian Peery, Circulation Services Manager Pam Kamin, and Public Services Manager Jill Martorano.

III. ADOPTION OF AGENDA

Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD Board of Trustees adopts the agenda for June 22, 2023.

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

IV. CITIZEN PARTICIPATION

None

V. CONSENT AGENDA

A. Approve Minutes: Regular Board Meeting, May 18, 2023 (Attachment #1)

B. Approve Minutes: Decennial Committee Meeting, June 1, 2023 (Attachment #7)

All 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. Accept Bills Approval Report for June 22, 2023

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

VIII. LIBRARIAN'S REPORT

Director Bartenfelder – Participated in the Village's Table Top Exercise addressing the possibility of a mass panic/injury event during GH Fest. The Village will be parking a dump truck in the library's lot during fest evenings to be used to block off Fullerton Ave, if necessary. The Digital Monument Sign Project is waiting on concrete subcontractors and JULIE to address a gas line.

Assistant Director Ian Peery –

- The curtain wall repair project completed its pre-bid meeting on June 9. There were 5 contractors in attendance, which is a good sign for competitive bidding.
- The public bid opening will be held tomorrow, June 23, at 1PM.
- BTC will review and analyze bids for completeness and competitiveness next week.
- A recommendation will be made to the board regarding which bid to accept on July 20.
- If a bid is accepted, then work is anticipated to begin by July 31 with the base project completed by September 19.

- If alternates are accepted, then those are anticipated to be completed no later than October 31.
- The majority of all work will be completed outside. Indoor work, if necessary, is expected to last no longer than 1-2 days per area.

Circulation Services Manager Pam Kamin –

- The summer reading kickoff event was on Saturday, June 3rd.
 - Circulation registered 19 new library cards.
 - Checked in 1,072 items.
 - Checked out 823 items.
- Jeremy James joined the circulation team as a temporary page for the summer (June 3rd – August 13).
- MessageBee email notifications go live next Tuesday, June 27th.
 - This new notification service allows each library to customize their notices with unique branding, links, and promotions.
 - Jon, our Marketing Coordinator, has been working on customizing our MessageBee templates to match our branding and they're looking good so far!
- Yesterday we met with the architect and contractors to review the veneer sample for the circulation desks.
 - The sample 7 day aged veneer was accepted.
 - We are on schedule for the desk to be finished, delivered, and installed by mid-July.
 - Removal and installation of the new desk will take approximately 7 days.
- SWAN reached out to Pam to see if she would be interested in serving as a mentor in their Circulation Mentor Program.
 - Pam would be paired up with a new circ manager at another SWAN library to offer guidance and support as they become acclimated to their new role as manager.
 - This will be a year-long commitment and there will be a mid-year check in with SWAN Chairs.

Services Manager Jill Martorano –

- The outreach team did an outstanding job in May promoting the 2023 Summer Reading program. In total, the team saw 4928 kids!
- Glen Hill Elementary School's 3rd grade classes came to the library for a field trip.
- The first day of the Summer Reading program was a huge success! Staff registered 890 people on the first day. This is a 6% increase compared to 2022.
- Currently, there are 1354 patrons registered for the Summer Reading program.
- The library welcomed a new part-time public services librarian, Mariam Surtee.
- Staff member, Jamie Rojas, moved from the PC clerk desk to the adult services desk.
- The Friends of the Library hosted a staff meet and greet with pizza and sandwiches.
- Glen Oaks Therapeutic Day School has been coming into the library this Summer with their students. Rachel, the teen librarian, plans an activity for them each week and they also check out books.
- The library partnered with the Marquardt School District's feeding program. They bring free Summer meals here to the library on each Thursday throughout the month of June.

XI. ACTION ITEMS

- A. Mohammed Mortoja moved and it was seconded by Isabelle Baldwin to Approve the Recommended Property. Liability, and Workman's Comp Insurance renewal.

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

- B. April Hieronymus moved and it was seconded by Jessice Breede to approve the committee assignments as presented.

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

XII. TRUSTEE OPEN DISCUSSION

- A. Scheduling the Personnel Committee and Secretary's Audit of 2022 – 2023 for 6:30pm on 7/11.
- B. The Second Meeting of the Decennial Committee was scheduled for August 31 at 6:30pm.

XIII. ADJOURNMENT

Trustee Mortoja moved, and it was seconded by Trustee Milnes that the GPLD Board of Trustees adjourns.
Ayes – all present. Nays – none. Motion carried at 8:03 p.m.

Respectfully,

Tom Bartenfelder

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Library Director, Glenside Public Library District