



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

July 20, 2023

I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:02 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 July 20, 2023.

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

IV. CITIZEN PARTICIPATION

None

V. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, June 22, 2023 (Attachment #1)
- B. Approve Minutes: Personnel Committee Meeting, July 11, 2023 (Attachment #9)
- C. Approve Minutes: Executive Session, Personnel Committee Meeting, July 11, 2023 (Hand-out)
- D. Progress update on Library annual goals 2022-23 (Attachment #10)

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 July 20, 2023 in the amount of \$181,615.05

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

VIII. LIBRARIAN'S REPORT

Director Bartenfelder – Discussed the impact of GH fest on the library. Minimal impacts everyday except Sunday where the parking lot filled prior to close. This was addressed on that day by performing traffic control to assure library patrons were given priority parking. Next year, the Director will perform traffic control from the start of the fest on fireworks night. The Digital Sign project is progressing with the foundation complications resolved. Currently the project is waiting for non-rainy weather to begin the masonry portion of the project. The sign should be completed by the August board meeting. The library received and responded to a FOIA request regarding material objections, the library's responses/communications and ultimate decision.

Assistant Director Ian Peery –

- A new printer was purchased for the Circulation Department
- 13 out of 16 youth computers replaced
- Deepfreeze software was upgraded to try to alleviate computers freezing
- 15 additional computers ordered for targeted replacement – most likely staff
- Jose Mendez joined the custodial team

Circulation Services Manager Pam Kamin –

- Chicago Tribune article from July 10th caused a resurgence of interest in passport appointments. The US Department of State is processing nearly 500,000 passport applications per week. Routine processing time is taking 10-13 weeks and expedite is taking 7-9 weeks for an additional \$60. People are applying now, so they will have their passports in time for holiday travel.
- New approach to shelf reading over the past 3 months
 - The purpose of shelf reading is to systematically verify that library items are in the correct location, in call number order, and labeled correctly.
 - Old approach: everyone would focus on shelf reading one section of the library at a time. Once a section was completed, a new one would be assigned. Most sections were only shelf read once per year, if that.
 - New approach: each person in Circ has been assigned 1 adult and 1 youth/teen section in the library to shelf read on a regular basis.
 - They are responsible for keeping their sections tidy and in order. If a specific section is out of order, I know who to follow up with.
 - Everyone is expected to spend 15-30 minutes/wk shelf reading. Time and progress is tracked in a shelf reading binder.
 - While shelf reading, staff is also pulling items that have worn, faded, incorrect, or missing spine labels; damaged or torn covers; and items that are incorrectly shelved.
 - There's been a lot of positive feedback from staff. We've been finding a lot of misplaced items that have been checked in and returned to their proper locations.

Public Services Manager Jill Martorano –

- The library worked with the Sports Hub summer camp in the following ways:
 - The library sponsored a 'Bubble Show' event on June 20th
 - The library hosted an 'Amazing Race Obstacle Course' on June 17th
 - The library hosted a library carnival on July 19th that included summer campers and the public.
- The library hired Brandon Dai as a new computer clerk.
- The library sponsored the GH Village event called 'Movie in the Park' last night. We provided the movie license, glow sticks and entertainment for families.
- The library's summer reading program is coming to a close, with over 1500 registrants. Final numbers will be available in August
- The library's fall programs are in place and the newsletter will be sent out to the printers soon.

XI. ACTION ITEMS

- A. Barreras moved and it was seconded by Milnes to award the masonry and curtain wall project contract to Berglend Construction in the amount of \$265,000.

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

- B. Milnes moved and it was seconded by Baldwin to approve Resolution R-01-23 "Authorizing Library Funds and Investment Deposits.

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

C. Barreras moved and it was seconded by Milnes to approve Tentative Ordinance O-01-23 "Budget and Appropriation"

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

D. Barreras moved and it was seconded by Milnes to approve Policy Resolution PR-01-23 "Library Card Privileges"

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

E. Milnes moved and it was seconded by Breede to increase the Library Director's annual salary by \$2,500.

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

XII. TRUSTEE OPEN DISCUSSION

A. The Budget Committee meeting was scheduled for 7:00pm on August 31.

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 8:12 p.m.

Respectfully,

Tom Bartenfelder

Tom Bartenfelder

Library Director, Glenside Public Library District