



# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

### September 21, 2023

#### I. CALL TO ORDER – 7:00pm

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, April Hieronymus. Also Present: Library Director Tom Bartenfelder, Circulation Services Manager Pam Kamin and Public Services Manager Jill Martorano.

#### III. ADOPTION OF AGENDA

Trustee Milnes moved and it was seconded by Trustee Breede that the GPLD Board of Trustees adopts the agenda for September 21, 2023.

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

#### IV. CITIZEN PARTICIPATION

None

#### V. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, August 24, 2023 (Attachment #1)
- B. Approve Minutes: Public Hearing, August 24, 2023 (Attachment #9)
- C. Approve Minutes: Decennial Committee, August 31, 2023 (Attachment #10)
- D. Accept Semi-annual Statement of Receipts and Disbursements Jan-Jun 2023 (Attachment #11)
- E. Accept Library Annual Goals 2023-24 (Attachment #12)

**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 September 21, 2023 in the amount of \$130,427.02

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

#### VIII. LIBRARIAN'S REPORT (Attachment #4)

Director Bartenfelder –

- Provided an update on the monument sign project. The library sent an official notice letter to the contractor notifying them of a failure to perform on the project. The contractor responded with a detailed timeline, indicating progress will resume mid-October and finish shortly after.
- Decennial Committee Meeting scheduled for 6:30pm Friday, October 27.
- Budget Committee Meeting scheduled for 6:30pm Monday, October 16.
- The paid leave requirement change in 2024 was discussed.
- Details for ILA trustee day were discussed.

**Assistant Director Peery –**

- Holiday light contract signed; now with increased amount of lights.
- Pre-release version of DeepFreeze installed to try to alleviate intermittent lockup issues.
- Two new public laptops went into service.

**Circulation Services Manager Pam Kamin –**

- The library hired Yadira Leon Nunez as a new circulation clerk. Circulation is fully staffed.
- Library card sign-ups have been steady since school started last month. We registered 22 new library cards through the Reskin and St. Matthews Library Night Out events this month. We created 64 new teacher cards for PS staff to use as part of the school book bag program.
- In line with September being library card sign-up month, the 'Welcome to the Library' letter was updated and will be offered to patrons registering for a new card. Credit is due to Soha for creating the letter, Jon for formatting it, and Veronica for translating it into Spanish.
- Last month Jon created a new flyer for school outreach events. The new flyer features a QR code that links directly to SWAN's Online Patron Registration tool, which makes signing up for a digital library card very easy. Patrons have 90-days to visit the library to convert their digital card into a full-access card. We had 31 online registrations in August, which was nearly twice the amount of online registrations in July (18).

**Public Services Manager Jill Martorano –**

- Outreach staff have been visiting all of the elementary and middle schools by providing lunch n' learns for teachers. These events are important at the beginning of the school year to establish a relationship with teachers and to talk about what services the library can offer.
- Meg Lavery, grade school outreach coordinator, has brought back 'Library Night Out' events. This is when the library hosts a single school to come out for fun activities and sign up for library cards. The school's staff come and greet the children, and there is a special storytime with the principal. So far we have hosted St. Matthew's and Reskin schools with outstanding attendance. Looking forward, we have Americana and Glen Hill coming in October. This is a great way for the students and families to connect with the library.
- The library received new mobile display units for both adult and kids departments. The increase in displays is very much appreciated!
- The library is submitting new applications for the R&A (recognition and accreditation) program with the DOJ to continue to offer free legal services to our patrons. We received letters of support from both school districts 15 and 16 and from other community members.
- 4 of the library's FT youth staff have been selected to serve on all 4 Illinois state award book committees, Monarch, Bluestem, Caudill and ABE.
- The local organization, Parents as Teachers, who use our space periodically reached out and we have started providing special storytimes for them as well as getting their group teacher cards to borrow materials.
- A local girl scout group reached out for assistance with a presentation. Jacquie, the public services assistant manager, provided a presentation on girl empowerment and showed the troop how to find items in the library

**IX. ACTION ITEMS**

- A. Milnes moved and it was seconded by Breede to approve Ordinance O-02-23 0.02% Building & Maintenance Levy (Attachment #5)

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

- B. Milnes moved and it was seconded by Breede to approve Resolution R-02-23 Review of Closed Session Minutes (Attachment #6)

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

C. Barreras moved and it was seconded by Milnes to approve Resolution R-03-23 LIMRiCC IGA Substantive Changes (Attachment #7)  
*Ayes – all present. Nays – none. Motion carried.*

D. Breede moved and it was seconded by Milnes to approve Resolution R-04-23 LIMRiCC IGA Administrative Changes (Attachment #8)  
*Ayes – all present. Nays – none. Motion carried.*

**X. TRUSTEE OPEN DISCUSSION**  
None

**XI. ADJOURNMENT**  
Trustee Barreras moved, and it was seconded by Trustee Milnes that the GPLD Board of Trustees adjourns.  
*Ayes – all present. Nays – none. Motion carried at 7:27 p.m.*

Respectfully,

*Tom Bartenfelder*

**Tom Bartenfelder**

Library Director, Glenside Public Library District