



# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

January 18, 2024

### 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, Mohammed Mortoja, Christine Maes, April Hieronymus, Jessica Breede. Also Present: Library Director Tom Bartenfelder, Circulation Services Manager Pam Kamin, Publis Services Manager Jill Martorano, Assistant Director Ian Peery.

### III. ADOPTION OF AGENDA

Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD Board of Trustees adopts the agenda for January 18, 2024.

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

### IV. CITIZEN PARTICIPATION

None

### V. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, November 16, 2023 (Attachment #1)
- B. Authorize Certification of Names for annual Statement of Economic Interest (Attachment #7)
- C. O-05-23 Regular Meeting Dates 2024-25 (Attachment #8)
- D. Accept Progress of Goals and Objectives, 2023-24. (Attachment #9)
- E. Accept Fiscal Year Audit 2022-23. (Attachment #10)

Adopted by consensus with no corrections.

### VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented
- B. President's Report – Nothing to Report

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

- A. Milnes moved and it was seconded by Barreras to Ratify Bills paid December 2023 in the amount of \$251,594.10

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

- B. Milnes moved and it was seconded by Breede Accept Bills Approval Report for January 18, 2024 in the amount of \$146,834.21

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

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

Director Bartenfelder –

- The reasons for closing the library on Friday, January 12 were reviewed. Additional standards used to decide when the library closes for severe weather were discussed.
- The curtain wall and masonry project has been fully completed and final payment has been submitted
- The circulation renovation has been fully completed and final payment has been submitted

- The digital sign is substantially complete and functional. There are some remaining details to address before payment will be submitted.
- The 2022-23 Audit was completed in December. No significant issues were reported.

**Circulation Services Manager Pam Kamin –**

- All circ staff completed the annual state-mandated sexual harassment training.
- In mid-December, SWAN released a new mobile app "SWAN Libraries +" after the previous app was discontinued by the developer. The new app is working well and patron feedback has been positive.
- In early January, SWAN completed the annual NCOA processing on patron records. This process runs patron records through the United States Postal Service (USPS) National Change of Address (NCOA) database to ensure library records are both accurate and current. Accounts flagged by the NCOA report are carefully reviewed and those identified as inactive and/or no longer in our library district will be blocked or removed.
- Starting next Tuesday, January 23rd, circulation will begin offering postage stamps for sale. Stamps will be sold in booklets of 20 stamps. A fee equal to 20 times the current forever stamp price set by the USPS will be charged per booklet. (\$13.60 as of 1/21/24)

**Public Services Manager Jill Martorano –**

- The library donated items for Glendale Heights Christmas Sharing
- The library collected items for Toys for Tots
- Meg Laverty, the grade school outreach coordinator, had a very busy month of December as she book talked to all 3rd, 4th and 5th grade classrooms. 431 books were checked out by the students during her visits to read over winter break.
- The PS Manager hired Aldair Perez, as a computer clerk. The department is now fully staffed.
- The library received the first batch of tax forms.

**IX. ACTION ITEMS**

A. Barreras moved and it was seconded by Milnes to approve PR-04-23 Staff Recognition for Length of Employment. (Attachment #5)

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

B. Barreras moved and it was seconded by Breede to approve PR-05-23 Library Fees (Attachment #6)

*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 7:29 p.m.*

Respectfully,

*Tom Bartenfelder*

**Tom Bartenfelder**  
Library Director, Glenside Public Library District