



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

March 21, 2024

I. CALL TO ORDER - 6:00pm

The regular board meeting of the GPLD Board of Trustees was called to order at 6:00 p.m. by Vice President Constance Barreras at the Glenside Public Library.

II. ROLL CALL

Trustees Present: Altha Milnes, Connie Barreras, Mohammed Mortoja (Remote), April Hieronymus, Jessica Breede. Also Present: Library Director Tom Bartenfelder, Circulation Services Manager Pam Kamin, Publis Services Manager Jill Martorano.

III. ADOPTION OF AGENDA

Trustee Breede moved and it was seconded by Trustee Hieronymus that the GPLD Board of Trustees adopts the agenda for March 21, 2024.

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

IV. CITIZEN PARTICIPATION

None

V. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, January 18, 2024 (Attachment #1)
- B. Approve Minutes: Personnel Committee Meeting, February 15, 2024 (Attachment #7)
- C. Accept Annual County Tax Distribution Statement (2023 Levy) (Attachment #8)
- D. Accept Semi-annual Statement of Receipts and Disbursements 2023 July-Dec (Attachment #9)
- E. Approve Annual Authorization: RAILS Library Non-Resident Participation (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 Hieronymus to Ratify Bills paid February 2024 in the amount of \$110,120.80

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

- B. Milnes moved and it was seconded by Breede Accept Bills Approval Report for March 21, 2024 in the amount of \$82,979.06

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

VIII. LIBRARIAN'S REPORT (Attachment #4)

Director Bartenfelder –

- The LACONI Trustee Banquet is being held May 3rd in Oak Park. Details will be emailed to trustees.
- Medical Insurance renewal came in at a high percent. Alternate comparable plans are being investigated and the broker has begun renegotiations with BCBSIL

- The CPI for 2024 (payable in 2025) came in at 3.4%. This is good news as the budget committee was predicting a need of a 3.25% increase in 2025.
- The digital sign is substantially complete and functional. However, the company has not submitted the required paperwork to receive payment. They have indicated to have this completed by the end of March.

Circulation Services Manager Pam Kamin –

- Circulation is fully staffed and have been for some time now.
- All Circulation Services performance reviews were completed last month and management has finished meeting with all staff.
- Over the past couple of months, Circ staff has been focusing on learning and development. All staff took part in a couple of webinars on customer service and de-escalation strategies, which were really helpful.
- Management also participated in some extra webinars focused on PIC (person-in-charge) training.
- Stamp booklets are selling well: January(7), February(18), and 18 in March as of 3/21. The community's response has been overwhelmingly positive. Jon has done a great job promoting this new civic service.
- Processed 171 passport applications last month, almost matching our record from March 2022 (180)! Circ staff has been doing an incredible job of keeping up with the demand, including several surprise walk-ins from the Carol Stream Post Office.
- A Patron mentioned how impressed she is by the sheer number & variety of services we offer at our library. She used to work at the Oak Park Public Library and they never offered these services when she was there.
- Another patron commented that the new Circulation desk looks incredible! She visits several other libraries each week, but none are as nice, welcoming, or beautiful as the Glenside Library

Public Services Manager Jill Martorano –

- The library hosted its 1st 'Superhero Saturday' event. There were a host of costumed characters, fun activities and games with an attendance of 175 people.
- The library's outreach team was busy promoting the middle school and elementary guest author for their visits in February. The grade school and middle school outreach librarians saw a combination of 2,998 children.
- The Teen Winter Reading program finished with 40 participants.
- The library partnered with Glenbard West to host a financial aid workshop.
- The Friends of the Library sponsored the Spring Stuffed Animal Giveaway. 25 lucky winners were very happy.
- The library hosted a Preschool Fair: 8 organizations and 25 families attend.
- The PS Manager completed all staff evaluations.
- All full-time adult librarians completed a 12-hour ELL training course to be better equipped to assist patrons in language learning one-on-one appointments.

IX. ACTION ITEMS

- A. Barreras moved and it was seconded by Milnes to approve Resolution R-05-23 Review Closed Session Minutes – First Review 2024 (Attachment #5)

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

- B. Barreras moved and it was seconded by Breede to approve Policy Resolution PR-06-23 2024-25 Salary Schedule (Attachments #6)

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

X. TRUSTEE OPEN DISCUSSION

- A. Possible Library Closing during Glendale Heights Fest Fireworks was discussed. An action item will be placed on the April agenda to close on Sunday, July 14 2024
- B. Economic Interest Statement Reminder for trustees.
- C. Possible permanent time change for board meetings (6:00pm) was discussed. An action item will be placed on the April agenda to change starting time of meetings if no trustee objects.
- D. Gaza ceasefire resolution request was discussed. A discussion item will be added to April's agenda.

XI. ADJOURNMENT

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

Ayes – all present. Nays – none. Motion carried at 6:54 p.m.

Respectfully,

Tom Bartenfelder

Tom Bartenfelder
Library Director, Glenside Public Library District