



# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

June 20, 2024

### I. CALL TO ORDER – 7:02 pm

The regular board meeting of the GPLD Board of Trustees was called to order at 7:05 p.m. by President Isabelle Baldwin at the Glenside Public Library.

### II. ROLL CALL

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

### III. ADOPTION OF AGENDA

A. Revisions to the Agenda Order, as needed

Trustee Milnes moved and it was seconded by Trustee Mortoja that the GPLD Board of Trustees adopts the agenda for May 16, 2024.

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

### IV. CITIZEN PARTICIPATION

None

### V. CONSENT AGENDA

A. Approve Minutes: Regular Board Meeting, April 18, 2024 (Attachment #1)

B. Approve Minute: Budget Committee Meeting June 6, 2024 (Attachment #9)

Adopted by consensus with no corrections.

### VI. COMMITTEE REPORTS

A. Forthcoming Meetings Calendar (Attachment #2)

B. President's Report

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

A. Milnes moved and it was seconded by Barreras Accept Bills Approval Report for June 20, 2024 in the amount of \$147,355.96

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

Library Director Bartenfelder –

- No pay applications have been submitted for the monument sign
- The library's agreement with district 87 has been renewed.
- A number of repairs were performed in June. This will cause the reserved repair line to be over expended for the fiscal year. However the reserve fund balance will end the year with over \$30k.
- The first large tax disbursement was received from the county for \$1.3M. This was transferred to IL Funds to take advantage of high interest rates.
- ILA Trustee Day is October 10<sup>th</sup> in Peoria.
- The village has completed work on Fullerton Ave and we thank them for avoiding obstructing access to the library.
- A community survey has been developed and will be rolled out with the fall programming guide.

Assistant Director Ian Peery –

- HVAC repairs
  - Baseboard heating expansion devices replaced
  - AHU1 variable drive replaced

- Plans to phase the replacement of air return 1, AHU2 drive, and air return 2
- Toilet replaced in women's restroom
- Roof repairs completed including repairs to vent stack pipe on second floor leaking into Tech Services
- Concrete floor repairs completed in AS stacks along with capping obsolete plumbing drain
- Various door pivots and closers replaced

**Public Services Manager Jill Martorano –**

- We had 705 total people register on the first day of Summer Reading despite the rain.
  - We currently have a total of 1216 total people registered as of June 21st.
- The library is partnering with the Sports Hub summer camp. The library contracted and paid for a bilingual magic show and is also hosting an Amazing Race event for the campers.
- The library is partnering with the Village by hosting an ice cream social on Saturday, June 22nd.
- The library is partnering with the PD by hosting a bilingual police officer storytime called 'Police Officer Stories & Cookies' on Saturday, June 22nd. Kids will also be able to check out the squad car.
- The library is partnering again with the PD by sponsoring their 'Movie with a Cop' events by obtaining the movie license and handing out glow sticks.
- The library is partnering with the Glen Oaks Therapeutic Day School by offering special activities for them throughout the summer on a weekly basis.

**Circulation Manager Pam Kamin –**

- The library has hired Jenna Youngs as a new circulation clerk! Circulation is now fully staffed!
- The Summer Reading Kickoff took place on June 1st. Despite the very rainy weather, Circ registered 18 new library cards, checked in 668 items, and checked out 868 items that day.
- All lead clerks have completed their annual notary training. This year's training was more intense due to the new notary laws that went into effect last July. Despite the increased difficulty, all lead clerks did an excellent job and scored very high on their final exams.
- The circ department acquired a new laptop to help improve our shelf reading process and overall efficiency. The laptop is loaded with our ILS (Integrated Library System) and allows us to take it directly to the shelves when shelf reading, which means we can scan items immediately rather than hauling them back to the workroom for processing.

**IX. ACTION ITEMS**

- A. Milnes moved and it was seconded by Maes to approve 2024-25 Operating Budget (Attachment #5)  
*Ayes – all present. Nays – none. Motion carried.*
- B. Maes moved and it was seconded by Milnes to approve Property, Liability, Workers' Comp Insurance, 2024-2025 renewal: \$32,808, (Attachment #6)  
*Ayes – all present. Nays – none. Motion carried.*
- C. Milnes moved and it was seconded by Baldwin to approve Policy Resolution PR-07-23 Community Room Use (Attachment #7)  
*Ayes – all present. Nays – none. Motion carried.*
- D. Barrera moved and it was seconded by Milnes to approve Policy Resolution PR-08-23 Salary Schedule (Attachment #8)  
*Ayes – all present. Nays – none. Motion carried.*

**X. TRUSTEE OPEN DISCUSSION**

- A. Personnel Committee meeting date was discussed and set for July 8 @ 6:30pm.

**XI. ADJOURNMENT**

- Milnes moved and it was seconded by Breede to adjourn the regular meeting of the library board of trustees.  
*Ayes – all present. Nays – none. Motion carried.*

Respectfully,

*Tom Bartenfelder*

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

