



# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

August 22, 2024

### I. CALL TO ORDER – 7:04 pm

### II. ROLL CALL

Trustees Present: Constance Barreras, Altha Milnes, April Hieronymus, Christine Maes, Isabelle Baldwin, Jessica Breede. Trustees Absent: Mohammed Mortoja. Also Present: Public Services Manager Jill Martorano, Circulation Services Manager Pam Kamin, 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 Hieronymus that the GPLD Board of Trustees adopts the agenda for August 22, 2024.

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

### IV. CITIZEN PARTICIPATION

None

### V. CONSENT AGENDA

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

B. Accept Semi-annual Statement of Receipts and Disbursements Jan-Jun 2024 (Attachment #7)

C. Approve IPLAR Report 2023-24 (Attachment #8)

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 Hieronymus to Accept Bills Approval Report for August 22, 2024 in the amount of \$110,380.90.

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

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

Library Director Bartenfelder –

- The architect has given final confirmations and the check for the monument sign will be mailed out.
- ILA Trustee day in Peoria is on 10/10. Trustees interested in going should let Tom know by 9/15.
- Immigration Solidarity DuPage was given access of the Library's parking lot after hours during the monarch festival.
- Parking lot will be resealed Sunday 8/25.
- Hargrave is almost finished with the cabinet structure that will be installed near the self-checkout kiosk opposite the circulation department.
- Library Trustee election packets are available. Three trustee positions will be up for election April 1, 2025.

- Over 100 survey replies have been collected and are overwhelmingly positive. The survey will remain open until 9/1.

**Circulation Services Manager Pam Kamin –**

- Theresa Azure has been promoted to Lead Circulation Clerk. Brenda Vasquez and Theresa will exchange schedules. This change increases the number of Lead Clerks by one. This change is in response to continued increased demand for notaries and passports.
- Circulation staff have been great filling in shifts and being flexible during a number of extended absences.

**Public Services Manager Jill Martorano –**

- At the end of the library’s Summer Reading program, we had 1526 people registered and about 700 people completed the program
- The library attended this year’s National Night Out event with a spinning wheel and prizes. We also partnered with the GHPD by contracting and paying for face painting.
- Jim Barton, adult services librarian, provided 3 training sessions on basic and advanced Excel skills to the finance department of the Village of Glendale Heights.
- Library youth staff attended all 4 of District 15’s Back to School Nights. It’s a wonderful time to talk with parents about kid library cards and fall programming.
- The library will be at D41’s Churchill School Curriculum Night next week.
- The library’s outreach team has already been out during their annual Lunch n’ Learns in the schools. This is an excellent way to speak directly to teachers about our provided services.
- The Glenbard Parent Series offers free educational programs for parents and families in District 87. As a community partner, the library adds a special display with the featured books that will be highlighted at the events.
- The library has partnered with COD to offer free ELL classes for the fall quarter. They will be holding class twice a week for 2 different levels of proficiency through December. COD experienced an overwhelming number of people at their registration and testing sessions. They had so many people, COD has been using our study rooms to offer alternative placement for those who did not get into the classes.
- We removed one of the adult department’s large shelving units, which allows for increased visibility for staff and patrons. This improves staff’s ability to assist people. It was replaced with soft seating.

**IX. ACTION ITEMS**

A. Milnes moved and it was seconded by Hieronymus to approve Treasurer’s Estimate of Revenue, 2024-2025 (Attachment #5)

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

B. Barreras moved and it was seconded by Milnes to approve Ordinance O-01-24 Budget and Appropriation (Attachment #6)

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

**X. TRUSTEE OPEN DISCUSSION**

None

**XI. ADJOURNMENT**

Milnes moved and it was seconded by Hieronymus to adjourn the regular meeting of the library board of trustees at 7:24pm.

Respectfully,

*Tom Bartenfelder*

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