



# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

November 21, 2024

### I. CALL TO ORDER – 7:00pm

### II. ROLL CALL

Trustees Present: Constance Barreras, April Hieronymus, Christine Maes, Isabelle Baldwin, Mohammed Mortoja (via Zoom). 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

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

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

### IV. CITIZEN PARTICIPATION

None

### V. CONSENT AGENDA

- A. Minutes: Regular Board Meeting, October 17, 2024 (Attachment #1)
- B. Cancel December board meeting and authorize Treasurer to pay all normal and customary bills in December and Board will affirm in January.
- C. Authorize Treasurer to Wire Transfer Bond Payment, due December 30, 2024.

Adopted by consensus with no corrections.

### VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented
- B. President's Report

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

- A. Milnes moved and it was seconded by Barreras to Accept Bills Approval Report for November 21, 2024 in the amount of \$125,687.43

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

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

Library Director Bartenfelder –

- 6 Candidate Nomination packets for library trustee have been submitted. The election will take place 4/1/2025.
- The library received a request to create a local author collection. Tom will draft revisions to the Collection Development policy to be presented at the January board meeting for approval.
- A wire transfer has been setup between US Bank and Chase to accommodate the bi-annual bond payment.

- Tom has denied requests from public community room users looking to store supplies at the library overnight. This is directly prohibited by board policy.
- Tom charged one community room user \$25 for spilling wax in multiple spots in the large community room after they used multiple open flame candles during their presentation.

**Public Services Manager Jill Martorano –**

- The library took 3rd place in the decorating contest at Safety Town’s Halloween event.
- To highlight the efforts of our outreach team, Amy Rittenhouse performed over 50 storytimes last month and Mag Laverty saw over 2500 children in the school districts.
- One of the windows in the preschool area is currently getting replaced.
- The public services team is once again fully staffed.

**Circulation Services Manager Pam Kamin –**

- Lead Clerks have had an incredibly productive month notarizing documents. While we typically notarize anywhere from 25 to 45 documents each month, so far in November we’ve done 440, which is nearly ten times our usual volume! The majority of the documents notarized this month have been nomination papers for the 2025 Consolidated Election.
- Normally, November is the time when I share that Lead Clerks have completed their annual passport training and the recertification paperwork has been approved. This year, however, the US Department of State is restructuring its training program, and the recertification paperwork won’t be available until the end of the year. Despite the delay, Lead Clerks are keeping up with their training to make sure we are ready when the paperwork is released.

**Assistant Library Director Ian Peery –**

- A large window in the preschool play area has been removed due to a failed seal and will be replaced.
- Holiday lights have been installed and will be ready to turn on with the Village’s lighting ceremony on 12/2.
- Clarissa has accepted a Full Time technical services position. The change was made after another part time position resigned. The two part time positions were merged in order to maintain institutional knowledge in the department.

**IX. ACTION ITEMS**

**X. TRUSTEE OPEN DISCUSSION**

**XI. ADJOURNMENT**

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

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

Respectfully,

*Tom Bartenfelder*

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