



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

January 16, 2025

I. CALL TO ORDER – 7:00pm

II. ROLL CALL

Trustees Present: Constance Barreras, April Hieronymus, Christine Maes (via Zoom), Mohammed Mortoja (via Zoom), Jessica Breede, Altha Milnes. Also Present: Circulation Services Manager Pam Kamin, Assistant Library Director Ian Peery, Library Director Tom Bartenfelder.

III. ADOPTION OF AGENDA

Trustee Milnes moved and it was seconded by Trustee Breede that the GPLD Board of Trustees adopts the agenda for January 16, 2025.

Ayes – all present. Nays – none. Motion carried

IV. CITIZEN PARTICIPATION

None

V. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, November 21, 2024 (Attachment #1)
- B. Authorize Certification of Names for annual Statement of Economic Interest (Attachment #7)
- C. O-05-24 Regular Meeting Dates 2025-26 (Attachment #8)
- D. Accept Fiscal Year Audit 2023-24. (Attachment #9)

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 #3a & #3b and Handouts)

- A. Milnes moved and it was seconded by Barreras to ratify bills paid in December 2024 in the amount of \$303,247.14.

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

- B. Milnes moved and it was seconded by Barreras to accept Bills Approval Report for January 16, 2025 in the amount of \$74,296.07.

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

VIII. LIBRARIAN'S REPORT (Attachment #4a & #4b)

Library Director Bartenfelder –

- The 23-24 Audit was finalized. End of year fund balances were as predicted. The monument sign liability was not represented in the 6/30/2024 Accounting report. This was identified by the auditor and the proper changes were made on our accounting side.

- Hijab Day Display is setup and looks amazing. The annual Hijab Day event will be 1/25 and will include 4 prominent speakers discussing their experience wearing the hijab. Among the speakers are a doctor, lawyer, and police officer.
- The Public Service Department attended the Village tree lighting ceremony, handing out take-and-make holiday crafts.
- The annual Gingerbread Workshop was again a huge success with over 75 happy participants.
- The library hosted field trips for the 4th grade classes from Hall School.
- Kaili Alfaro, a previous employee, has returned to the library as a computer clerk.
- The Spring newsletter is being produced and will be sent to the printers shortly.

Circulation Services Manager – Pam Kamin

- We currently have three staff members out on unexpected long-term absences. I reached out to one of our former clerks, Brooke Novie, and asked if she would be interested in returning as a temporary circulation clerk. She happily agreed! She starts tomorrow and will help cover weekend shifts through April.
- We will be short one page for the next month while Fatima is visiting family abroad. The good news is that everyone has been incredibly supportive and offered to pick up extra shifts. I'm happy to report that we are still meeting the community's needs and maintaining the high level of service they expect.
- These absences come at a time when we have been experiencing a higher-than-usual demand for our passport services. Over the past month, we have been extremely busy, and our appointments have been fully booked nearly every day!

IX. ACTION ITEMS

A. Milnes moved and it was seconded by Breede to approve PR-05-24 Collection Development Policy (Attachment #5)

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

B. Maes moved and it was seconded by Milnes to approve LIMRiCC Intergovernmental Agreement (Attachment #6, #6a, #6b)

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

C. Breede moved and it was seconded by Milnes to authorize Library Director, Tom Bartenfelder, to digitally sign and submit the LIMRiCC IGA.

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

X. TRUSTEE OPEN DISCUSSION

A. The Personnel Committee Meeting for Midyear Library Director's Update was scheduled for 2/11 at 6:30pm.

XI. ADJOURNMENT

Breede moved and it was seconded by Milnes to adjourn the regular meeting of the library board of trustees at 7:34pm.

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