



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

February 20, 2025

I. CALL TO ORDER – 7:00pm

II. ROLL CALL

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

III. ADOPTION OF AGENDA

Trustee Maes moved and it was seconded by Trustee Breede that the GPLD Board of Trustees adopts the agenda for February 20, 2025.

Ayes – all present. Nays – none. Motion carried

IV. CITIZEN PARTICIPATION

None

V. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, January 16, 2025 (Attachment #1)
- B. Approve Minutes: Personnel Committee Meeting, February 11, 2025 (Attachment #6)
- C. Accept Annual County Tax Distribution Statement (2024 Levy) (Attachment #7)
- D. Accept Semi-annual Statement of Receipts and Disbursements 2024 July-Dec (Attachment #8)

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 and Handouts)

- A. Milnes moved and it was seconded by Breede to accept Bills Approval Report for February 20, 2025 in the amount of \$101,717.75.

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

VIII. LIBRARIAN'S REPORT (Attachment #4)

Library Director Bartenfelder –

- Severe weather closure procedures and standards were reviewed as it pertained to the decision not to close the library on 1/21.
- 2024 CPI was set at 2.9%. This amount falls into the acceptable range predicted by the budget committee in fall 2024.
- The library will be setting up a local election exhibit to highlight the April 1st elections. In response to a patron suggestion the display will include free copies of the constitution and bill of rights.
- Kiwanis of Glendale Heights is interested in holding a candidate forum at the library. Due to the risk of endorsing specific candidates the library is working closely with them to assure that it is conducted within the library policies.

- Tom met with one of the library trustee candidates to provide an overview of the library policies, finances and trustee duties.
- The Oak Park library is conducting a staff survey. Tom will reach out to them to see if it could be a resource to guide the design of our upcoming survey.
- The phone hardware upgrade went very well with minimal complications.

Public Services Manager – Jill Martorano

- The World Hijab Day event brought in reputable speakers and many people attended.
- The library's 2nd annual Superhero Saturday event was another success with a large attendance and 11 superheros came out to hang out with the kids.
- The PS Manager and Assistant Manager are on the IEEE Science Kit Grant Committee and are in the review process of grant applications.
- The outreach team has been very busy this month promoting this year's Elementary & Middle School Author, Nidhi Chanini.
 - She will be visiting all of D15 & D16 elementary and middle schools next week with a Meet & Greet at the library as well.

Circulation Services Manager – Pam Kamin

- Despite being short two lead clerks, we continue to meet the high demand for passport services. Last month, we processed 233 passport applications, nearly 100 more than the usual amount (138 in January 2024 and 137 in January 2023).
- Jenna Youngs, who was promoted to lead clerk last month, has completed passport training and is now accepting applications.
- All lead clerks have completed their annual passport training requirement, and our annual recertification paperwork was submitted to the U.S. Department of State yesterday.
- Last week, a patron requested two boxes of Narcan for her friend, who is undergoing cancer treatment and taking heavy doses of prescribed opioids. She wanted it on hand in case of an overdose. The patron was grateful that the library carries Narcan and thanked us for making it available to the public.

IX. ACTION ITEMS

- A. Milnes moved and it was seconded by Breede to approve PR-02-24 Community Room Policy (Attachment #5)

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

X. TRUSTEE OPEN DISCUSSION

- A. The board discussed and agreed the library should close if the Glendale Heights Fest Fireworks will be held on Sunday this year.

XI. ADJOURNMENT

Milnes moved and it was seconded by Maes to adjourn the regular meeting of the library board of trustees at 7:38pm.

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

Respectfully,

Tom Bartenfelder

Tom Bartenfelder
Library Director, Glenside Public Library District