



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

April 17, 2025

I. CALL TO ORDER – 7:02pm

II. ROLL CALL

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

III. ADOPTION OF AGENDA

A. Revisions to the Agenda Order, as needed

Ayes – all present. Nays – none. Motion carried

IV. CITIZEN PARTICIPATION

Glendale Heights resident, Claudine Mbateng, reported a negative experience with circulation staff that resulted in a 30-minute delay while obtaining notary services.

V. CONSENT AGENDA

A. Approve Minutes: Regular Board Meeting, March 20, 2025 (Attachment #1)

Adopted by consensus with no corrections.

VI. COMMITTEE REPORTS

A. Forthcoming Meetings Calendar (Attachment #2) was presented

B. President's Report – None

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

A. Milnes moved and it was seconded by Hieronymous to accept Bills Approval Report for April 17, 2025 in the amount of \$93,830.25.

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

VIII. LIBRARIAN'S REPORT (Attachment #4)

Library Director Bartenfelder –

- The impact of the executive orders affecting IMLS, the State Library and RAILS was discussed.
- The library has secured a new flexible rate contract for electricity. Due to capacity concerns electric rates nationally will have a significant increase in 2025. The library's bill is predicted to increase 33% from 75k to 100k.
- The GHPD complimented the library's late-night assistance in reviewing security footage to directly assist in finding a missing minor.
- Linda Fagan, president of the Friends of the Library, presented a general overview of the Friend's contributions to the library and their interest in bring the Dollywood Imagination Library to Glendale Heights.

Public Services Manager – Jill Martorano

- The library has partnered with the Du Page County Health Department to participate in their new IRIS program. It's a streamlined process to make referrals for people who need assistance in a variety of ways.
- The PS Manager mentored a Glenbard West student in their positive social project.
- Battle of the Books 2025 has concluded today with Blackhawk Elementary winning the final battle.
- PS staff evaluations have been completed.
- The PS Manager has been working with Parents as Teachers and Family Focus DuPage to bring special programming to them during their visits.
- Looking ahead, outreach librarians will start going out to start Summer Reading promotion at the end of April and throughout May.
- The Full-Time adult staff attended an ELL topic-based training run by the organization Transparent Language.

Circulation Services Manager – Pam Kamin

- Pam received two really nice phone calls last week from patrons who wanted to share how much they appreciated our Circulation staff:
- Carmen Cachola called to say that someone at the front desk went out of their way to help her find a news article she was looking for. She couldn't remember their name, but she was very grateful and wanted us to know how much she appreciated the help.
- Leslie Fischer called to say how kind and professional Veronica was while helping her and her husband with their passport applications. She also said she loves coming to the library and can always count on the staff to be friendly and helpful.
- Passports:
 - The U.S. Department of State was at the Library on 4/17 for a routine facility inspection. These inspections happen every 2 to 4 years (our last one was in February 2022). The inspector had nothing but positive things to say and gave circulation a lot of positive feedback.
 - He also shared a few stats: over the past year, we processed 1,692 passport applications. Only 25 of those resulted in Information Request Letters (IRLs), which comes out to just 1.5%. For context, the Department of State wants facilities to keep that number under 4%, and anything below 2% is considered excellent, so we're doing really well!
 - Pam clarified that an IRL doesn't always mean there was a mistake on the library's end. In some cases, staff will notify the applicant of a potential issue (like a bad passport photo) but the applicant chooses to submit it anyway.
 - Pam is very proud of the passport agents on staff and all their hard work!

IX. ACTION ITEMS

- A. Breede moved and it was seconded by Milnes to approve Friends and Dolly Foundation Memorandum of Understanding (Attachment #5)
Ayes – all present. Nays – none. Motion carried.
- B. Breede moved and it was seconded by Milnes to approve 2024-25 Budget Amendments (Attachment #6)
Ayes – all present. Nays – none. Motion carried.
- C. Breede moved and it was seconded by Maes to approve recommendation: Health, Dental and Life Insurance Package, 2025-2026 (Attachment #7)
Ayes – all present. Nays – none. Motion carried.

X. TRUSTEE OPEN DISCUSSION

- A. Economic Interest Statement Reminder
- B. Budget Committee meeting scheduled for 6/5 @ 6:30pm

XI. CLOSED SESSION

- A. At 8:10 p.m. Trustee Mae moved and it was seconded by Trustee Breede to enter Closed Session for the purpose of discussing the performance of specific employees of the library district.

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

B. The committee returned to open session at 8:26 pm

XI. ADJOURNMENT

Milnes moved and it was seconded by Hieronymous to adjourn the regular meeting of the library board of trustees at 8:27pm.

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

Respectfully,

Tom Bartenfelder

Tom Bartenfelder

Library Director, Glenside Public Library District