



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

September 18, 2025

I. CALL TO ORDER – 7:01pm

- A. Milnes moved and it was seconded by Breede to allow trustee Barreras to attend via Zoom remote software due to injury.

Ayes – all present. Nays – none. Motion carried

II. ROLL CALL

Trustees Present: Jessica Breede, Constance Barreras (Zoom), Isabelle Baldwin, April Hieronymus, Altha Milnes. Also Present: Public Services Manager Jill Martorano, Assistant Library Director Ian Peery, Library Director Tom Bartenfelder.

III. ADOPTION OF AGENDA

- A. Barreras moved and it was seconded by Breede to adopt the agenda

Ayes – all present. Nays – none. Motion carried

IV. CITIZEN PARTICIPATION

None

V. CONSENT AGENDA

- A. Approve Minutes: Regular Board Meeting, August 21, 2025 (Attachment #1)
- B. Approve Minutes: Public Hearing, August 21, 2025 (Attachment #8)
- C. Approve Minutes: Budget Committee Meeting, September 11, 2025 (Attachment #8)
- D. Accept Semi-annual Statement of Receipts and Disbursements Jan-Jun 2025 (Attachment #10)
- E. Annual Goals 2025-26 (Attachment #11)

Adopted by consensus with no corrections.

VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented
- B. President's Report – Nothing to report

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

- A. Milnes moved and it was seconded by Breede to accept Bills Approval Report for September 18, 2025 in the amount of \$156,257.72

Ayes – all present. Nays – none. Motion carried

VIII. LIBRARIAN'S REPORT (Attachment #4)

Library Director – Tom Bartenfelder

- The annual audit is in process with field work beginning later this month.
- Proposals from engineering firms are being submitted to conduct a capital study on the building. This study predicts the remaining life of large building systems and determines the amount of money needed to retain in savings to cover them.
- New Self Check machines are functioning well, thank you Ian for installing them.
- The circulation department currently has a part time lead clerk opening but there is an interview for a returning staff member tomorrow that is expected to go well.

- Staff continue to step up to fill open shifts due to extended medical absences.

Assistant Library Director – Ian Peery

- A number of improvements are being made to the public bathrooms, including a professional deep steam clean, new changing tables, and a no-charge feminine product dispenser.
- Landscaping projects for fall have been ordered, including tree removal and seasonal plantings.

Public Services Manager – Jill Martorano

- The outreach team is in full swing and most of the calendar is already booked with classroom visits and events.
- All district 15 & 16 school principals have booked dates for their 'Library Night Out' events.
- The new Everbright light board seems to be really popular and is getting a lot of family use.
- Staff have been going out with the Circulation laptop to sign people up for library cards and hand them out right on the spot.
- The library had a successful Blood Drive which was in honor of cancer in children.
- The FT adult staff received continuing education regarding the N-400 and citizenship related topics.
- Du Page County's new Crisis Recovery Center has opened and we are marketing their services.
- The FOL will be hosting their biannual book sale this upcoming weekend.
- QBEF will be having their 'Back to School' event this Saturday. The library has donated tons of books.
- The library is contributing to the Village's upcoming 'Harvest Fest' on Saturday, 9/27 by bringing in free face painting for families.

IX. ACTION ITEMS

- A. Milnes moved and it was seconded by Breede to approve Ordinance O-02-25 0.02% Building & Maintenance Levy (Attachment #5)

Ayes – all present. Nays – none. Motion carried

- B. Breede moved and it was seconded by Milnes to approve Ordinance O-03-25 2025 Levy (Attachment #6)

Ayes – all present. Nays – none. Motion carried

- C. Milnes moved and it was seconded by Breede to approve Resolution R-02-25 Closed Minutes Review (Attachment #7)

Ayes – all present. Nays – none. Motion carried

X. TRUSTEE OPEN DISCUSSION

Trustees discussed digital signs used to register and display usage of study rooms at other libraries.

Amy Rittenhouse received multiple compliments from her work at district 16 schools

Multi-language translation services for online newsletters was discussed.

XI. ADJOURNMENT

Milnes moved and it was seconded by Breede to adjourn the meeting of the library board of trustees at 7:48 pm.

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

Respectfully,

Tom Bartenfelder

Tom Bartenfelder

Library Director, Glenside Public Library District