



GLEN SIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

November 20, 2025

I. CALL TO ORDER - 7:01pm

II. ROLL CALL

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

III. ADOPTION OF AGENDA

A. Milnes moved and it was seconded by Maes to adopt the agenda
Ayes – all present. Nays – none. Motion carried

IV. CITIZEN PARTICIPATION

None

V. CONSENT AGENDA

A. Approve Minutes: Regular Board Meeting, October 23, 2025 (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, 2025.
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 November 20, 2025 in the amount of \$129,641.58
Ayes – all present. Nays – none. Motion carried

VIII. LIBRARIAN'S REPORT (Attachment #4)

Library Director – Tom Bartenfelder

- The annual audit is significantly finished. Drafts are being reviewed and will be submitted to the state prior to the year-end deadline.
- The technical services and librarian's office swap is complete.
- The engineering study by Partner Assessment Corporation has been completed. No surprises were found regarding the large capital and building systems were discovered. The library will begin to investigate non-urgent capital improvements.
- The DuPage Health Department provided the library with a publicly accessible Narcan cabinet. It has been very popular with the public with dozens of units taken per week.
- The Library Director attended safety town Halloween at the village in his T-rex costume.

Public Services Manager – Jill Martorano

- The library hosted a field trip for G. Stanley Hall's 5th grade.
- The library added a new database called NewsBank that offers a Chicago Collection of all local publications.
- The library attended NEDSRA's Fall Family Resource Fair.
- The Public Services Manager is working with the Immigration team to submit again for the DOJ Recognition & Accreditation program.
- The library will attend Glen Ellyn Countryside's Winter Holiday Party on 11/29.

Circulation Services Manager – Pam Kamin

- The U.S. Department of State recently updated the timeline for annual passport certification. Starting this year, non-postal agencies like ours will follow the federal fiscal year, which means our next certification will be due September 30, 2026, instead of this November.
- I was re-elected to another two-year term on the SWAN Circulation Working Group, which meets quarterly and helps guide circulation standards across the consortium. This year, our focus will be on mentoring new circulation managers and creating workshops on damaged and unusable materials.
- Ariel Reynoso, one of our Lead Clerks, will be leaving us, with her last day on December 5th. She's accepted a full-time position as Maker Coordinator at the Glen Ellyn Public Library. Ariel has been with Glenside for over four years. We are so excited for her, but she will definitely be missed.

IX. ACTION ITEMS

A. Breede moved and it was seconded by Maes to approve PR-01-25 Programming Policy (Attachment #5)
Ayes – all present. Nays – none. Motion carried

B. Milnes moved and it was seconded by Breede to approve Per Capita Grant Application (Attachment #6)
Ayes – all present. Nays – none. Motion carried

X. TRUSTEE OPEN DISCUSSION

None

XI. ADJOURNMENT

Barreras moved and it was seconded by Breede to adjourn the meeting of the library board of trustees at 7:26 pm.
Ayes – all present. Nays – none. Motion carried.

Respectfully,

Tom Bartenfelder

Tom Bartenfelder
Library Director, Glenside Public Library District