



# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MEETING MINUTES

January 22, 2026

### I. CALL TO ORDER – 7:01pm

A. Milnes moved and it was seconded by Baldwin to allow trustee Maes to attend via Zoom remote software due to unexpected childcare obligations.

Ayes – all present. Nays – none. Motion carried

### II. ROLL CALL

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

### III. ADOPTION OF AGENDA

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

Ayes – all present. Nays – none. Motion carried

### IV. CITIZEN PARTICIPATION

None

### V. CONSENT AGENDA

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

B. Authorize Certification of Names for annual Statement of Economic Interest (Attachment #5)

C. O-05-25 Regular Meeting Dates 2026-27 (Attachment #6)

D. Accept Fiscal Year Audit 2024-25. (Attachment #7)

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 #3a & #3b and Handouts)

A. Milnes moved and it was seconded by Baldwin to Ratify Bills paid December 2025 in the amount of \$253,054.25

Ayes – all present. Nays – none. Motion carried

B. Milnes moved and it was seconded by Baldwin to accept Bills Approval Report for January 22, 2026 in the amount of \$114,475.38

Ayes – all present. Nays – none. Motion carried

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

### Library Director – Tom Bartenfelder

- The audit highlighted the bond payment made on 7/1/2025 was not listed as a liability on the June 2025 treasurer's report. If this went uncorrected it could have resulted in a misrepresentation of the Library's finances.
- After analyzing the engineering study of the library's large systems and structures a long term replacement plan has been developed. In short, the Library's cash balance is in very good position and cosmetic improvements can proceed without restricting predicted repairs/replacements.
- Economic interest statements will be emailed to trustees directly from the county.
- Closing due to cold temperatures was discussed. It requires a significantly extreme weather event to close the library. The library's priority is being open to the public despite the schools being closed to offer warmth and shelter. It is very unlikely the upcoming event on 2/23 will cause the library to close despite some local libraries closing.
- All staff have completed required annual sexual harassment training

### Public Services Manager – Jill Martorano

- The Spring newsletter has been completed and is scheduled for distribution to mailboxes on February 14.
- The library hosted its annual Day of Service in observance of Martin Luther King Jr. Day, with participation from 10 teens.
- A new Computer Clerk, David Duenas, has been hired and has joined the library staff.

### Assistant Director – Ian Peery

- Recruitment is currently underway for an open Public Services Librarian position.
- Rebuilt study room lights from individual components
- 2026 reference desk stat tracking sheets created
- Roof repairs completed over meeting room storage and computer help desk

### Circulation Services Manager – Pam Kamin

- Implemented annual NCOA review to assure accuracy in library card holders' address.
- The library hired Maddy Jaras as our new Lead Circulation Clerk, which means the department is fully staffed!

## IX. TRUSTEE OPEN DISCUSSION

- A. Personnel Committee meeting to address the library's midyear update was scheduled for 3/5 at 6:30pm.

## X. ADJOURNMENT

Barreras moved and it was seconded by Milnes to adjourn the meeting of the library board of trustees at 7:25 pm.

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

Respectfully,

*Tom Bartenfelder*

Tom Bartenfelder  
Library Director, Glenside Public Library District

