



GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MEETING MINUTES

June 18, 2026

I. CALL TO ORDER – 7:02pm

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

Ayes – all present. Nays – none. Motion carried

II. ROLL CALL

Trustees Present: Isabelle Baldwin, Altha Milnes, Mohammed Mortoja (Remote), April Hieronymus, Jessica Breede, Constance Barreras. Also Present: Library Director Tom Bartenfelder. Assistant Library Director

III. ADOPTION OF AGENDA

- A. Milnes 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, April 23, 2026 (Attachment #1)
B. 2025-26 Budget Amendments (Attachment #10)
C. Property, Liability, Workers' Comp Insurance, 2026-2027 renewal: \$57,811 (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 Barreras to Ratify Bills paid May 2026 in the amount of \$63,098.49

Ayes – all present. Nays – none. Motion carried

- B. Milnes moved and it was seconded by Breede to accept Bills Approval Report for June 18, 2026 in the amount of \$330,930.60

Ayes – all present. Nays – none. Motion carried

VIII. LIBRARIAN'S REPORT (Attachment #4)

Library Director – Tom Bartenfelder

- The library was awarded a Per Capita grant from the state in the amount of \$59,659.80
- Administration is working with the Business Manager to shift into a paperless PO/Invoice retention system. This was prompted by the accounting firm ceasing pick up and delivery of physical items.
- The accounting firm, Lauterbach & Amen, is designing an RFP for the library in an attempt to find a less expensive option for the annual audit.
- The outreach team has visited each classroom to promote the upcoming Summer Reading program.
- The library visited Black Hawk and Churchill school for their multicultural nights.
- The public services department is fully staffed once again after a couple of recent departures.
- The Summer Reading Kickoff took place on June 6 and was a huge success!

- 1137 people on the 1st day! (a 50% increase compared to 2025 and the highest 1st day the library has ever had)
- Circulation registered 28 new library cards (twice as many as last year)
- Checked in 701 items, and checked out 851 items
- During the first week of June alone, the library registered 67 new patrons, which is more than half of May's total in just one week.
- The library has been partnering with the Sports Hub summer camp this month with special story times, art in the park events, the Amazing Race and a special all camper event, which is a comedy juggling show.
- The library is experiencing high registration and great engagement with our summer programming.
- On May 22, five circulation staff attended the Reaching Forward North Conference, a professional development event hosted by the Illinois Library Association. We attended a variety of sessions and came away with new inspiration, fresh ideas, and practical takeaways that we can apply to our services and programs.
- Last month, current and former circulation staff volunteered at the Northern Illinois Food Bank, where they sorted and packed 2,620 pounds of potatoes (about 2,183 meals for people in need). It was a fun, hands-on way to support the community, with another volunteer day being planned later this summer.
- The Dolly Parton Imagination Library has reached over 501 children enrolled.
- Circulation has started a new staff incentive for lead clerks and clerks using a bingo-style game. As staff complete new procedures or challenging tasks, they mark off squares on their bingo cards. Small prizes will be awarded for first bingo, blackout bingo, and a group prize once everyone has completed at least one bingo.
- Circulation Lead Clerk, Jenna, recently received a thank-you card from a patron for her help with a complicated passport application. The patron was extremely appreciative of the time and care Jenna took to guide her through the process. It's always nice when a patron takes the time to recognize a staff member who made a difference.

IX. ACTION ITEMS

- A. Barreras moved and it was seconded by Hieronymus to Find the Alliance Allied bid as not responsible and award the Library Interior Project and Trash Enclosure to Osman Construction in the amount of \$422,316. (Attachments #5a Project Renders, #5b Recommendation, #5c Bid Tabulation, #5d Architectural Details)
Ayes – all present. Nays – none. Motion carried
- B. Milnes moved and Breede seconded to approve Policy Resolution PR-02-25 Salary Schedule (Attachment #6)
Ayes – all present. Nays – none. Motion carried
- C. Hieronymus moved and Milnes seconded to approve the 2026-27 Operating Budget (Attachment #7)
Ayes – all present. Nays – none. Motion carried
- D. Milnes moved and Baldwin seconded to table Ordinance O-01-26 Tentative Budget and Appropriations 2026-27 (Attachment #8)
Ayes – all present. Nays – none. Motion carried
- E. Bareras moved and Milnes seconded to approve the wire transfer of semi-annual bond payment in the amount of \$167,314.63 (Attachment #9)
Ayes – all present. Nays – none. Motion carried

X. TRUSTEE OPEN DISCUSSION

- A. The secretary's audit and personnel committee meeting were scheduled for 7/23 at 5:30pm and 6:00 respectively.

XI. ADJOURNMENT

- Milnes moved and it was seconded by Breede to adjourn the meeting of the library board of trustees at 8:05 pm.
Ayes – all present. Nays – none. Motion carried.

Respectfully,

Tom Bartenfelder

Tom Bartenfelder
 Library Director, Glenside Public Library District