

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE CICERO PUBLIC LIBRARY ON
MONDAY JANUARY 14, 2019

President Vargas called the meeting at 6:12 p.m.

The meeting began with the Pledge of Allegiance.

President Vargas asked for a few moments of silence in memory of Terry Salvino, brother of Trustee Cynthia Salvino.

Roll Call

Secretary Carroll called roll. The following members were present: Ismael Vargas, Fernando Godinez, Rosemarie Esposito, Cynthia Salvino, Mary Hernandez and Maureen Carroll. Absent: Edgar Lara. Also present were Administrative Director Jane Schoen, Library Attorney Matt Byrne and Recording Secretary Maria G. Salinas.

Also present in the audience was John Keister, Executive Search Consultant.

Minutes

Trustee Esposito made a motion to accept and place on file the Minutes of December 10, 2018 Regular Meeting as presented. Trustee Salvino seconded the motion. All members present voting aye. Nays: None. Absent: Lara. Motion carried.

President Vargas requested to deviate from the agenda and move agenda item 10 B being the *presentation of John Keister, Executive Search Consultant*. All members present agreed with the request.

Unfinished Business

John Keister thanked the Board of Trustees for inviting him to present at the meeting. He briefed them on his 33 years of experience conducting library executive searches and his public library activities. He noted that he had just completed his 105th public library search and his focus is to recruit the most qualified person for the position of Library Director. Trustee Salvino asked how he chooses where to conduct his search. Mr. Keister responded that he likes to search within the region and noted that a very large pool of qualified candidates could be found in the northern Illinois area. President Vargas asked him about the references he noted on his proposal. Mr. Keister responded that he has various but usually picks and chooses. Trustee Salvino asked him what he know about Cicero. He responded that he liked the community spirit and the award winning focus on health. The presentation concluded and Mr. Keister thanked the Trustees for allowing him to present. President Vargas and the Trustees

thanked him for the presentation and indicated they would follow up with him once a decision has been made.

Bills

Trustee Salvino made a motion to pay the January 2019 bills as presented. Trustee Hernandez seconded the motion. Roll call: Members voting aye: Vargas, Godinez, Esposito, Salvino, Hernandez and Carroll. Nays: None. Absent: Lara. Motion carried.

Salaries

Vice-President Godinez made a motion to pay the January 2019 salaries as presented. Trustee Hernandez seconded the motion. Roll call: Members voting aye: Vargas, Godinez, Esposito, Salvino, Hernandez and Carroll. Nays: None. Absent: Lara. Motion carried.

Administrative Director's Report

Administrative Director Library Schoen informed the Trustees of the recent passing of a staff member, Zofia Bystrek. She noted Ms. Bystrek was a long time employee and the staff was having a difficult time. She asked the Trustees for permission to open the library at 12:00 p.m. on January 16, 2018, so the staff can attend the funeral services at 10:00 a.m. The Trustees granted her request and asked her to make arrangements for flowers.

Vice-President Godinez made a motion to accept and place on file the Administrative Director's Report. Trustee Esposito seconded the motion. All members present voting aye. Nays: None. Absent: Lara. Motion carried.

Department Reports

Trustee Esposito made a motion to accept and place on file the Department Reports. Trustee Salvino seconded the motion. All members present voting aye. Nays: None. Absent: Lara. Motion carried.

Correspondence

There was none presented.

Unfinished Business

Trustee Hernandez made a motion to accept and place on file the February Program Schedules as presented. Trustee Vice-President Godinez seconded the motion. All members present voting aye. Nays: None. Absent: Lara. Motion carried.

New Business

Trustee Salvino made a motion to approve the Local History Policy as presented. Trustee Hernandez seconded the motion. Roll call: Members voting aye: Vargas, Godinez, Esposito, Salvino, Hernandez and Carroll. Nays: None. Absent: Lara. Motion carried.

Administrative Director Jane Schoen informed the Trustees that the library meets the standards for the Per Capita requirements.

Vice-President Godinez made a motion to approve the job posting for a full-time Reference Librarian as presented. Trustee Esposito seconded the motion. Roll call: Members voting aye: Vargas, Godinez, Esposito, Salvino, Hernandez and Carroll. Nays: None. Absent: Lara. Motion carried.

Vice-President Godinez made a motion to approve the job posting for a substitute Reference Librarian as presented. Trustee Esposito seconded the motion. Roll call: Members voting aye: Vargas, Godinez, Esposito, Salvino, Hernandez and Carroll. Nays: None. Absent: Lara. Motion carried.

Trustee Esposito made a motion to approve the job posting for a part-time shelver as Librarian as presented. Trustee Salvino seconded the motion. Roll call: Members voting aye: Vargas, Godinez, Esposito, Salvino, Hernandez and Carroll. Nays: None. Absent: Lara. Motion carried.

There was no need to adjourn into Executive Session.

Administrative Director Jane Schoen asked for a meeting of the Personnel Committee. The meeting was scheduled for January 22, 2019 at 4:30 p.m.

Public Comments

There were none presented.

Adjourn Meeting

Trustee Salvino made a motion to adjourn the meeting at 6:55 p.m. Trustee Esposito seconded the motion. All members present voting aye. Nays: None. Absent: Lara. Motion carried.

Maureen Carroll, Secretary