

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES  
OF THE CICERO PUBLIC LIBRARY HELD AT THE CICERO PUBLIC LIBRARY ON  
MONDAY APRIL 8, 2019

In the absence of President Vargas, Vice-President Godinez called the meeting to order at 6:09 p.m.

The meeting began with the Pledge of Allegiance.

### **Roll Call**

Secretary Carroll called roll. The following members were present: Fernando Godinez, Rosemarie Esposito, Cynthia Salvino, Edgar Lara and Maureen Carroll. Absent: President Ismael Vargas and Trustees Mary Hernandez. Also present were Administrative Director Jane Schoen, Assistant Director and Head of Reference Pat Conroy, Library Attorney Matt Byrne, Dee Brennan, RAILS Director and Recording Secretary Maria G. Salinas.

### **Minutes**

Trustee Lara made a motion to accept and place on file the Minutes of March 11, 2019 Regular Meeting as presented. Trustee Esposito seconded the motion. All members present voting aye. Nays: None. Absent: President Vargas and Trustee Hernandez. Motion carried.

President Vargas arrived at 6:11 p.m.

### **Bills**

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

### **Salaries**

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

Trustee Hernandez arrived at 6:16 p.m.

## **Administrative Director's Report**

Administrative Director Jane Schoen informed the Trustees that the air conditioning system broke down in the server room. She noted that it needed to be fixed promptly. She received two quotes and chose Heating and Cooling Works to do the job. They did a previous project for the library and also do work for the Town. She noted that the new air conditioning unit arrived and was up and running.

She also noted it was National Library Week and fines for late returns would be waived as they have normally done in the past during this week. She also noted that a Spirit Committee has been established to uplift the morale in the library.

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

## **Department Reports**

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

## **Correspondence**

- Donation from Jim and Pat Terracino in memory of Barbara Reck.

Trustee Hernandez made a motion to accept and place on file the correspondence. Trustee Lara seconded the motion. All members present voting aye. Nays: None. Motion carried.

- Per Capita Grant Award

Trustee Esposito made a motion to accept and place on file the correspondence. Trustee Hernandez seconded the motion. All members present voting aye. Nays: None. Motion carried.

## **Unfinished Business**

Trustee Hernandez made a motion to accept and place on file the May Program Schedule as presented. Trustee Esposito seconded the motion. All members present voting aye. Nays: None. Motion carried.

Administrative Director Jane Schoen introduced Dee Brennan, RAILS Director. She noted that Ms. Brennan was there to give a presentation on the RAILS Membership.

Ms. Brennan thanked the Trustees for allowing her to present. She disseminated information to them about the RAILS Membership. She briefed them on the Professional Leadership Standards. She noted that it was highly recommended that the

Director of a library the size of Cicero's should have a MLS (Master of Library and Information Science Degree) because of what the education brings to the position.

President Vargas wanted clarification if it was a requirement of the State of Illinois for the Library Director to hold such degree to be able to lead the library. Ms. Brennan responded that it was not. RAILS does offer training to directors without the degree but Ms. Brennan said the standard for larger populations would be someone with an MLS and a few years of experience.

The Trustees thanked her for her time and presentation.

### **New Business**

Trustee Hernandez and Secretary Carroll reported that the Trustee Forum they attended on March 16, 2019, was very informative. They also noted that a Succession Plan for the Library Director was discussed along with the roles of the Library Director and the Trustees.

Trustee Lara discussed the replacement of HVAC units with solar panels and what would be feasible for the library.

Trustee Esposito made a motion to approve exploration of funding for replacement of HVAC units with solar panels. Trustee Hernandez seconded the motion. All members present voting aye. Nays: None. Motion carried.

Trustee Hernandez made a motion to go into Executive Session to discuss matters of personnel at 6:37 p.m. Trustee Lara seconded the motion. All members present voting aye. Nays: None. Motion carried.

Trustee Hernandez made a motion to call the Regular Meeting back to order at 6:52 p.m. Trustee Lara seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Lara, Esposito, Salvino, Hernandez and Secretary Carroll. Motion carried.

There were no recommendations discussed in executive session to be approved.

A Special Meeting was scheduled for April 11, 2019, at 10:00 a.m. to discuss the applicants for the Library Director position.

### **Public Comments**

There were none presented.

### **Adjourn Meeting**

Trustee Lara made a motion to adjourn the meeting at 6:54 p.m. Trustee Salvino seconded the motion. All members present voting aye. Nays: None. Motion carried.

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Maureen Carroll, Secretary