

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD VIRTUALLY AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, DECEMBER 14, 2020

Prior to roll call President Vargas stated for the record the following information from the posted agenda:

"Due to Covid-19, the board meeting will be held via conference call. Please call 605-313-4488 (Access Code 674603). Public comments can be sent prior to the conference call board meeting via email to stomschin@cicerolibrary.org by 3PM the day of the meeting. These emails will be read during the public meeting. If calling into the phone conference board meeting, then public comments will be taken during public comment".

President Vargas called the meeting to order at 5:06 p.m.

Roll Call

Secretary Carroll called roll. The following Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Rosemarie Esposito, Cynthia Salvino, Mary Hernandez, Anthony Grazzini and Secretary Maureen Carroll. Also present were Library Director Sandra Tomschin, Library Attorney Matt Byrne and Recording Secretary Maria G. Salinas attended the meeting virtually.

The Pledge of Allegiance was recited.

President Vargas thanked Vice-President Godinez for presiding over the meeting last month when he was absent. He also extended his condolences on behalf of himself and the Trustees to Library Director Sandra Tomschin for the recent loss of her mother. Library Director Sandra Tomschin thanked them.

Minutes

Trustee Hernandez made a motion to accept and place on file the November 9, 2020 Regular Meeting Minutes as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Bills

Trustee Grazzini made a motion to pay the December 2020 bills as presented. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Salaries

Vice-President Godinez made a motion to pay the December 2020 salaries as presented. Trustee Salvino seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Administrative Director's Report

Library Director Sandra Tomschin reported that the library, in conjunction with the Youth Services Department, started the program "Letters to Santa". She noted they received more than 150 letters from children with their wish list to Santa. She reached out to Boy Scouts Troop 30 and 32 and the library received \$ 500.00 donation for the purchase of toys. The library also received donations from President Dominick and the Town of Cicero Trustees and Police Department, which was also used to purchase additional toys to fulfill the wish list on the letters. She noted the staff would dress up as Santa and would start disseminating the gifts to the children in the next few days. She extended the opportunity to the Trustees if they wanted to participate with the gift-wrapping and toy delivery.

Library Director Sandra Tomschin reported that the library continued with curbside pick-up. She also noted that the story time and craft videos on social media continue to be a huge success. She briefed the Trustees on the In-Service Day that was held on December 4, 2020. She noted Sue Grazzini, Director of the Cicero Health Department, was a guest speaker and she provided training on Covid-19 and protocols for everyone to stay safe and healthy.

Library Director Sandra Tomschin briefed the Trustees on the requirements to receive the Per Capita Grant. This year it involved reading a book for the Trustees to receive certification. She indicated this would be further discussed at the next meeting in January 2021. She discussed that there were two staff members who were quarantined due to being positive for Covid-19 or being exposed to someone who had the virus, which occurred outside of the library. The library continues to follow all safety protocols to keep the library clean and continues to practice social distance.

Library Director Sandra Tomschin also reported that they continue with the planning for the celebration of the 100-year anniversary of the library and will keep them updated. She asked the Trustees if they had any questions. President Vargas asked what were some of the items the children asking for Christmas. Library Director Sandra Tomschin noted she would share the Trustees the wish list of the children. Vice-President Godinez thanked Library Director Sandra Tomschin for her tremendous effort with this program and was very appreciative of the gifts she presented them with. She noted that the program was started to encourage the children to write.

Trustee Hernandez made a motion to accept the Library Director's Report as presented and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Department Reports

Vice-President Godinez made a motion to accept the reports for the Circulation Department as presented and place on file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Trustee Grazzini made a motion to accept the reports for the Technical Services Department as presented and place on file. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Vice-President Godinez made a motion to accept the reports for the Reference Department as presented and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Trustee Hernandez made a motion to accept reports for the Youth Services Department as presented and place on file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Trustee Grazzini commended Library Director Sandra Tomschin for the library being open and the amount of digital traffic that is taking place, which is reflected in the activity report. He noted that you can see the impact from October to November and the statistics show that the community is really making use of the library and it was great to keep everyone engaged.

Correspondence

There was none presented.

Unfinished Business

There was none presented.

New Business

As noted earlier in the Director's Report. The requirement for the Per Capita Grant Application was for the Trustees to review "Serving Our Public 4.0: Standard for Illinois Public Libraries".

Library Director Sandra Tomschin reported that the library is slow in the evenings and asked if the library can be closed early on Fridays, at least until March 2021 when it is

anticipated will be busier. She asked the Trustees if they can close 2 hours early, which would be 9:00 a.m. – 5:00 p.m. instead of 9:00 a.m. – 7:00 p.m. She noted that the two hours would be made up during the week.

There was a discussion of the weekly staff hours for full-time and part-time staff and the actual work hours they are being paid for. Library Director Sandra Tomschin indicated she would be meeting with Department Heads to discuss the temporary library hours for Friday and that they would need to make up the extra two hours that they are leaving on Fridays.

President Vargas also noted that although he understands the concerns of staff, both he and Trustee Grazzini have been very involved and volunteering their time at community events that happen usually on the weekends, sometimes every weekend. He also noted that he comes to the library two times a week to pick up books for his grandchildren to continue to keep them engaged in learning and reiterated that closing the library was not an option.

Trustee Grazzini made a motion to approve the temporary change of library hours for Fridays only to be from 9:00 a.m. to 5:00 p.m. through March 2021. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Public Comments

Library Attorney Matt Byrne confirmed for the record and assured there was not anyone via conference call to present any public comments.

Executive Session

Vice-President Godinez made a motion to adjourn from Open Session and go into Executive Session at 5:45 p.m., to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Trustee Hernandez made a motion to call the Regular Meeting back to order at 5:43 p.m. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

President Vargas announced that the next regularly scheduled Board Meeting will be on January 11, 2021 at the Cicero Public Library.

President Vargas noted that in view of the current events, it is always a blessing to come together to serve the community as Trustees. He personally thank God for everyone's lives and health. He also noted it has been an unforgettable year, but if

they can focus on what they did to make a difference instead of what went wrong with the year, it would make for good positive conversation in the future of the library. He wished everyone a Merry Christmas and Happy New Year!

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 5:45 p.m. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Maureen Carroll, Secretary