

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, JUNE 8, 2020

Prior to the meeting being called to order and for the record, Secretary Carroll read the following information from 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 5:11 p.m. and noted it was the last meeting for the summer.

Roll Call

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

The Pledge of Allegiance was recited.

Minutes

Trustee Esposito made a motion to accept and place on file the May 11, 2020 Regular Meeting Minutes as presented. Trustee Grazzini seconded the motion. All members present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Bills

Trustee Hernandez made a motion to pay the June 2020 bills as presented. Vice-President Godinez seconded the motion. Roll call: Members 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 June 2020 salaries as presented. Trustee Grazzini seconded the motion. Roll call: Members 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 updated Trustees and reported that the library continued to be closed since March 18, 2020, in response to the Stay at Home Order that was issued by Governor Pritzker. She reported that their region was now in the Phase 3 of "Restore Illinois" Plan. She noted that the reopening plan was in their packet for their review. She noted the plans were made as simple as possible, with 3 clearly defined "phases" as noted below.

Phase 1: This phase will last from 6/9/20 and will go through 7/5/20. This phase keeps the library closed to the public, but allows for curbside pick-up as well as homebound delivery services, with a reduction in hours.

Phase 2: This phase will go into effect on 7/6/20 and reopens the library to patrons with restrictions on capacity based on the limits set through the "Restore Illinois" Plan. Capacity will be capped at either 10 or 50 depending on what phase our region is in at the time. This phase also prohibits groups and activities and several areas of the library will remain closed to the public. The reduced hours from phase 1 remain in effect.

Phase 3: This phase will go into effect when our region is in Phase 5 of the "Restore Illinois" Plan. All library services will be restored at this time.

She also noted that the library continued their social media campaign with Facebook story time and craft videos.

President Vargas asked about the grant that was just approved from the state.

Library Director Tomschin responded that the grant in the amount of \$ 104,000.00 was filed and approved by the State of Illinois. She asked the Trustees if they had any questions. President Vargas thanked her for her continued great work done at the library.

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

Department Reports

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

Correspondence

Library Director Tomschin reported that Austin Hall, a part-time Reference Librarian, submitted his resignation. She noted that he had another job and was not able to work at the library anymore.

Trustee Hernandez made a motion to accept and place on file the Letter of Resignation from Austin Hall as presented. Vice-President Godinez seconded the motion. Roll call: Members present voting aye. President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Executive Session

Trustee Hernandez made a motion to adjourn from Open Session and go into Executive Session at 5:21 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Trustee Salvino seconded the motion. Roll call: Members 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 5:45 p.m. Trustee Esposito seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Action as a result of Executive session

It was discussed that Ms. Ayla Franco submitted a letter indicating she did not have intentions of moving back into the Town of Cicero. It was also noted and discussed that residency must be established in the Town of Cicero for employment within the Cicero Public Library. In view of the aforementioned facts, Ms. Franco is unable to regain her employment. Upon further discussion of the Trustees, it was the consensus to terminate her employment due to job abandonment.

Trustee Grazzini made a motion for Library Board Attorney Matt Byrne to draft a letter of termination for Ms. Ayla Franco due to job abandonment. Trustee Hernandez seconded the motion. Roll call: Members present voting aye. President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

It was discussed that Board Attorney Matt Byrne will draft a final letter to Ms. Amy Valdez regarding her job position.

Unfinished Business

In view of the pending retirement of Cheryl Ida, Library Director Tomschin requested permission to post for the position of Head of Technical Services.

President Vargas requested that the Trustees be informed via email of any job applicants for this aforementioned position.

Trustee Esposito made a motion to approve the job posting of Head of Technical Services as presented. Vice-President Godinez seconded the motion. Roll call: Members present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

New Business

Library Director Tomschin reported that Gamma Security presented an invoice and requested payment from March 18-May 31, 2020 in the amount of \$ 7,800.00. She noted they sent a letter reflecting the loss days of work due to Covid-19. Upon further discussion, it was the consensus that there was no documented information to substantiate the payment request, therefore, payment would not be rendered to Gamma Security.

Trustee Hernandez made a motion to not pay the invoice from Gamma Security as presented. Trustee Esposito seconded the motion. Roll call: Members 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 approve the Library Reopening Plan as presented. Vice-President Godinez seconded the motion. Roll call: Members present voting aye. President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Trustee Grazzini applauded Library Director Tomschin for putting the plan together. He noted it was very well detailed.

Trustee Esposito made a motion to Authorize Library Director to ratify and approve July and August 2020 Bills. Trustee Hernandez seconded the motion. Roll call: Members 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 Authorize Library Director to ratify and approve July and August 2020 Salaries. Vice-President Godinez seconded the motion. Roll call: Members present voting aye. President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Motion carried.

Public Comments

There were none presented.

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 6:02 p.m. and wished everyone a safe summer. Trustee Esposito seconded the motion. All members present voting aye. Nays: None. Motion carried.

Maureen Carroll, Secretary