

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, SEPTEMBER 14, 2020

President Vargas called the meeting to order at 5:08 p.m.

Prior to Roll Call and for the record, President Vargas noted 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”.

Roll Call

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

The Pledge of Allegiance was recited.

Minutes

Trustee Hernandez made a motion to accept and place on file the June 8, 2020 Regular Meeting Minutes as presented. Trustee Salvino seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Grazzini. Motion carried.

Vice-President Godinez made a motion to accept and place on file the June 8, 2020 Executive Session Minutes as presented. Trustee Hernandez seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Grazzini. Motion carried.

Bills

Trustee Hernandez made a motion to ratify the July 2020 bills approved by the Administrative Director as presented. Vice-President Godinez seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees

Salvino, Hernandez and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Grazzini. Motion carried.

Vice-President Godinez made a motion to ratify the August 2020 bills approved by the Administrative Director as presented. Trustee Hernandez seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Grazzini. Motion carried.

Trustee Grazzini joined the meeting via conference call at 5:13 p.m.

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

Salaries

Trustee Hernandez made a motion to ratify the July 2020 Salaries approved by the Administrative Director as presented. Trustee Grazzini seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

Trustee Salvino made a motion to ratify the August 2020 Salaries approved by the Administrative Director as presented. Trustee Grazzini seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

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

Administrative Director's Report

Library Director Sandra Tomschin noted that as every industry learns a new normal of Covid-19, the library is no different. She summarized summaries the activities of the library during the summer 2020:

- The library staff was brought back to help set up equipment and train on new policies and procedures.
- The library was open for curbside pick-up only as a transition period.
- The library created a "pen pal" program on Facebook, to encourage young readers to write letters and read books.
- The library continued posting weekly craft videos on Facebook to keep patrons connected with the library. They also continued posting weekly story time for the young patrons to make them feel connected with the library and staff.

- The library opened for in-person visits by appointment only, as a transition period as they prepare to open for in-person patrons, without appointments but at reduced capacity.

Library Director Sandra Tomschin reported on the positive highlights in the summer regards to staffing:

- The library recruited and hired a Reference Librarian as well as a Technical Services Professional.
- The library hired full-time and part-time maintenance employees to continue meeting CDC objectives and to protect the library environment.
- She reported she was nearly completed with the Illinois State Library Director's University.
- The library has been working with the town to have 2 library employees at Town Hall each day for Census outreach.

Library Director Sandra Tomschin reported on several challenges during this pandemic:

- An employee tested positive for Covid-19 resulting in mass panic amongst staff, and a temporary closure of the library.
- She noted more staff training was needed for employees to fully understand CDC guidelines and what is and what is not a direct contact. She noted this would ease minds and reduce panic.
- RAILS continued to update their Covid-19 guidance, which causes confusion until implemented.
- She noted the reserved parking signs were vandalized and damaged, while the library's parking lot continues to be abused by a select few neighbors. She noted the police has been called several times for abusive use of the parking lot for house parties. She noted she would be looking into a contract with a private towing company for enforce compliance.

Library Director Sandra Tomschin requested permission to close the library to patrons only on November 3, 2020, which is election day. Trustee Grazzini noted this would be a safe plan to close the library and limit people in the building. President Vargas noted the motion could be made under the action item in New Business.

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

Department Reports

Trustee Hernandez made a motion to accept and place on file the reports for Circulation Department as presented and place on file. Vice-President Godinez seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez,

Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

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

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

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

Correspondence

There was none presented.

Unfinished Business

Library Director Sandra Tomschin reported that the library would be celebrating 100 years old in April 2020. She noted that this a follow up discussion from last June 2020. She indicated that they would need to be approved through the Zoning Board and also noted that the walls would need to be prepped before a mural is done. She noted that the wall had water damage. It was discussed that the wall should be fixed regardless of mural. President Vargas noted that the aforementioned wall was previously fixed and asked to look up the contractor who did the previous work. He also noted that there would be several discussions for the contents of the mural.

Trustee Hernandez made a motion to proceed with the plans for the Parking Lot Mural Project. Trustee Salvino seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

New Business

Trustee Hernandez asked about when the library would resume normal working hours. She noted that she has seen children outside of the library, which were probably there to connect to Wi-Fi for their school homework. It was discussed to open it up to the children as well besides the appointment only. Trustee Grazzini also noted that he has seen children in the school's courtyard, who were also probably there to connect to

Wi-Fi, and noted that opening the building would provide a safe environment for the children and community.

Trustee Hernandez made a motion to close the library to patrons only on November 3, 2020, Election Day, employees will report to work. Vice-President Godinez seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

Vice-President Godinez noted that the library is doing a phenomenal job with the digital platform. He wanted to assure that the CDC guidelines are followed when the library opens normal hours. Library Director Sandra Tomschin noted that they have been in compliance with the CDC guidelines. Trustee Grazzini talked about doing a walk-through to ensure social distance guidelines are met.

Upon further discussion of the Trustees, it was the consensus to give the Library Director to resume regular hours on September 28, 2020.

Trustee Hernandez made a motion to resume normal library hours to Cicero residents and any children with school IDs from local community, pursuant to the CDC guidelines on September 28, 2020. Trustee Grazzini seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

President Vargas noted he wanted to ensure that the town's Emergency Operations Center, Cicero Police and Fire Departments are involved in the library's walk-through to ensure that the reopening plan is aligned with the CDC guidelines.

Library Attorney Mike Hayes noted that a state law went into effect regarding a sexual harassment policy.

Trustee Hernandez made a motion to approve an Ordinance adopting a policy prohibiting sexual harassment for the Cicero Public Library. Vice-President Godinez seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

Executive Session

Trustee Hernandez made a motion to adjourn from Open Session and go into Executive Session at 6:00 p.m., to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Vice-President Godinez seconded the motion. Roll call: Members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

Trustee Hernandez made a motion to call the Regular Meeting back to order at 6:32 p.m. Trustee Salvino seconded the motion. Roll call: Members voting aye: President

Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

Action as a result of Executive session

There was no action recommended.

Public Comments

There were none presented.

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 6:33 p.m. Vice-President Godinez seconded the motion. Roll call: All members voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Esposito. Motion carried.

Maureen Carroll, Secretary