

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES  
OF THE CICERO PUBLIC LIBRARY HELD AT THE CICERO PUBLIC LIBRARY ON  
MONDAY SEPTEMBER 9, 2019

President Vargas called the meeting to order at 6:15 p.m.

The meeting began with the Pledge of Allegiance.

**Roll Call**

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

**Minutes**

Trustee Hernandez made a motion to accept and place on file the Minutes of June 10, 2019 Regular Meeting as presented. Trustee Salvino seconded the motion. All members present voting aye. Nays: None. Absent: Vice-President Godinez and Trustee Lara. Motion carried.

Trustee Esposito made a motion to accept and place on file the Minutes of June 10, 2019 Executive Session as presented. Trustee Hernandez seconded the motion. All members present voting aye. Nays: None. Absent: Vice-President Godinez and Trustee Lara. Motion carried.

Trustee Salvino made a motion to table the Minutes of June 13, 2019 Special Meeting. Open Session and Executive Session. Trustee Esposito seconded the motion. All members present voting aye. Nays: None. Absent: Vice-President Godinez and Trustee Lara. Motion carried.

**Bills**

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

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

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

## **Salaries**

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

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

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

## **Administrative Director's Report**

Library Director Sandra Tomschin thanked the Board of Trustees for giving her the incredible opportunity to serve as Library Director. She noted she was eager to bring the library to the 21<sup>st</sup> century learning and continue to serve the community.

She briefed the Trustees on the various areas of the building that were in dire need of attention and repairs. She noted she included pictures of the areas that required immediate attention in their board packet. Upon further discussion, it was the consensus of the Board to pay for the repairs that were within the parameters that did not require bidding. President Vargas thanked Library Director Tomschin for her diligent attention to the building issues and keeping them informed. She also talked about the furniture that was delivered and noted she contacted the company to come and fix the tables, as they didn't seem stable and safe. She noted that the basement had some damage due to flooding and the walls were in need of repair. She briefed the Board on the estimate that was received for the repair and noted it fell under the cost of \$5,000.00, which did not require any bidding. Upon further discussion of the Board, it was the consensus to authorize payment for the bills. President Vargas also requested a copy of all invoices for building repair work that was performed and completed.

Trustee Hernandez 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: Vice-President Godinez and Trustee Lara. Motion carried.

## **Department Reports**

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

## **Correspondence**

Library Director briefed the Board of Trustees on the resignations she received.

## **Unfinished Business**

Library Director Tomschin talked about going out to bid for cleaning and landscaping company. Library Attorney Mary Norwood indicated she would prepare a Request for Proposal for these services and present it to the Board at the next meeting in October.

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

Trustee Hernandez made a motion to move the discussion of the Rental Fee Policy from Executive Session to New Business. Trustee Esposito seconded the motion. All members present voting aye. Nays: None. Absent: Vice-President Godinez and Trustee Lara. Motion carried.

## **New Business**

Library Director Tomschin briefed the Board on Meeting Room Policy and noted that there was currently no charge. She recommended implementing a fee for room usage. President Vargas noted that the requested user would need to show proof that they are a non-for profit agency, to be exempt from any rental fees. Library Board Attorney Mary Norwood indicated she would draft a Resolution for the suggested changes to the Meeting and Conference Rooms Policy.

## **Executive Session**

There was no need for an Executive

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## **Public Comments**

Tom Tomschin, a visitor in the audience, congratulated his wife Sandra Tomschin on her new position and thanked the Board of Trustees for the opportunity given to Mrs. Tomschin. President Vargas also asked that the discussion of a new library logo be placed on the agenda for discussion at the next meeting.

## **Adjourn Meeting**

Trustee Salvino made a motion to adjourn the meeting at 7:02 p.m. Trustee Hernandez seconded the motion. All members present voting aye. Nays: None. Absent: Vice-President Godinez and Trustee Lara. Motion carried.

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Maureen Carroll, Secretary