

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, JANUARY 11, 2021

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 5:05 p.m.

Roll Call

Secretary Carroll called roll. The following Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Rosemarie Esposito, Mary Hernandez, Anthony Grazzini and Secretary Maureen Carroll. Absent: Trustee Cynthia Salvino. 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.

Minutes

Trustee Hernandez made a motion to accept and place on file the December 14, 2020 Regular Meeting Open Session Minutes as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Trustee Esposito made a motion to accept and place on file the December 14, 2020 Regular Meeting Closed Session Minutes as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Bills

Trustee Hernandez made a motion to pay the January 2020 bills as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye:

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

Salaries

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

Administrative Director's Report

Library Director Sandra Tomschin reported that the "Letters to Santa" was an overwhelming success. She noted that donations received from the Library Board Trustees, Chicago Classic Car Club, Cub Scouts Troop 30 and 32 and Cicero School District 99 Board President Tom Tomschin were amazing. She said that they were able to give each child one gift from their list. She also noted that they were able to deliver gifts to more than one hundred families in the community. The delivery of toys was made on December 20, 2020 by volunteers (Santa, Mrs. Claus, the puppy helpers, Buddy the Elf and the classic car reindeers) to each designated family's home.

She indicated that she would make some changes for next year, which included to possibly limit the age of the child and assure that the kids have a library card. She also noted that as they were wrapping the gifts, a parent came to drop off a stack of additional Santa letters. She indicated that she was unsure how information for the Dear Santa Program was disseminated in the community as it was never shared through the library's website or any of their social media pages.

Library Director Sandra Tomschin briefed the Trustees on this year's requirement for the Per Capita Grant. It was noted that each Trustee needed to review the book, "Serving our Public 4.0 Standards of Public Libraries" and make recommendations for next month.

Library Director Sandra Tomschin reported that there were no Covid-19 related issues last month. She noted that they continue to sanitize all areas and practice social distance during this pandemic. She noted that curb-side pickup still remains busy at the library and students come to the library to study. She also noted that they continue to plan for the library's 100th anniversary, which included making an anniversary cookbook. She invited the Trustees to share any of their recipes to include in the cookbook.

Library Director Sandra Tomschin also reported that as part of the Illinois Public Library Annual Report (IPLAR), the library would need to file a building assessment and also an estimation of costs for needed work. She indicated she has met with FGM Architects and noted that the process would begin shortly.

Library Director Sandra Tomschin also briefed the Trustees on the Employee Handbook and indicated that she would be working with Library Attorney Matt Byrne to update the handbook.

Trustee Hernandez thanked Library Director Sandra Tomschin for her dedication in maintaining the library clean and practicing the social distance during this pandemic. Vice-President Godinez asked to extend his thanks to Santa Claus, Mrs. Claus and the elves for doing an amazing job and spreading joy to the community.

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

Department Reports

Trustee Hernandez made a motion to accept the reports for the Circulation 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, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

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

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

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

Correspondence

There was none presented.

Unfinished Business

There was none presented.

New Business

Library Director Sandra Tomschin reported that she provided a summary of the book “Serving our Public 4.0 – Standards for Illinois Public Libraries” in their packet and also highlighted the areas of the library that would need to be implemented. She noted that one of the items was the building assessment, which will be done by FGM Architects to comply with the requirements for the Per Capita Grant. Trustee Grazzini asked if they can please also assess the outside space of the library, perhaps a children’s garden.

Executive Session

There was no need for an Executive Session

Vice-President Godinez made a motion to table the Secretary Audit (Executive Session Minutes) for Fiscal Year 2020 pursuant to 75 ILCS 16/30-65 (a)(1). Secretary Carroll seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Salvino. 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.

President Vargas announced that the next regularly scheduled Board Meeting would be held on Wednesday, February 17, 2021 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 5:24 p.m. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Maureen Carroll, Secretary