

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, MARCH 8, 2021

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

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

*“He wanted to remind his fellow Trustees and anyone who may be listening that they are welcomed to participate in this meeting, which is for the deliberations of the Board of Trustees, in contrast to a public hearing where members of the district are encouraged to participate. Unless invited by the President to speak, observers are requested not to interrupt the meeting in order that the concerns of the Library may be attended to efficiently. If the President recognized, you, please state your name and address and direct your remarks to the Board of Trustees.”*

*President Vargas also noted that 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](mailto: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 Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Anthony Grazzini, Mary Hernandez, Rosemarie Esposito and Secretary Carroll. Absent: Trustee Cynthia Salvino. Also present were Library Director Sandra Tomschin, Library Attorney Matt Byrne and Recording Secretary Maria G. Salinas.

The Pledge of Allegiance was recited.

Library Director Sandra Tomschin asked President Vargas if they can deviate from the agenda and move Agenda Item 12, New Business to be first item on the agenda.

Trustee Hernandez made a motion to deviate from the agenda and move agenda item 12, New Business as the first item on the agenda. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Grazzini, Hernandez, Esposito and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

## **New Business**

Dean Manasses and Matt Toepper, of FGM Architects, presented their findings of the Building Assessment to the Trustees. They noted that they have been servicing the Cicero community for over 30 years.

They briefed the Trustees on the Capital Needs Assessment Surveys (CNAS). He noted that every two years, as requested by the state of Illinois, the libraries were able to address their capital needs.

They provided an overview of the Capital Improvement Plan, which included a schedule review that was detailed in 4 tasks as noted below.

- Task 1, Capital Improvement Plan Initiation Phase, being Administration Kick-Off/Existing Documents Collection and Review
- Task 2, Research Phase, being Administration and Department Meeting(s)/Existing conditions review
- Task 3, Analysis Phase, being Administration Follow-up meeting(s)
- Task 4, Report Phase, being Administration and Board of Trustees Report Presentation

Mr. Toepper briefed the Trustees on the various costs that were associated with their findings and how the needs can be addressed based upon a priority basis. He did also note that the library was generally in good shape.

President Vargas thanked them for their presentation on the building assessments and making the library a better place. He also thanked them for their services to the community.

## **Minutes**

Trustee Esposito made a motion to accept and place on file the February 17, 2021 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, Secretary Carroll and Trustee Grazzini. Nays: None. Absent: Trustee Salvino. Motion carried.

## **Bills**

Trustee Grazzini, made a motion to pay the March 2021 bills as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Grazzini, Esposito, Hernandez, and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

## **Salaries**

Trustee Esposito made a motion to pay the March 2021 salaries as presented. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Grazzini, Esposito, Hernandez, and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

## **Administrative Director's Report**

Library Director Sandra Tomschin noted that her report was in their packet.

Her report indicated that the library has opened its doors without the need for appointments, which was the first step in resuming to some normalcy. She noted that the Per Capita Grant has been submitted along with the Illinois Public Library Annual Report. She noted there were covid related issues during the month of February. She also noted that curb-side continues to be the busiest in the library's operation and was very pleased with the results and how the library continues to be an important and vital asset to the community. She noted that they continue to plan for the 100<sup>th</sup> year anniversary and celebration of the library

She asked them if they had any questions.

Trustee Grazzini thanked Library Director Tomschin for everything the library has done in servicing the community and the continued efforts for everyone to acquire a library card.

Trustee Hernandez asked about the library's message about being open to the public 16 years and older. Library Director Tomschin responded that anyone under 16 years old needed to be accompanied by an adult. She also noted that they would probably change that after her department meetings.

Trustee Grazzini 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 Grazzini, Esposito, Hernandez, 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 for March 2021 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 Grazzini, Esposito, Hernandez, and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Vice-President Godinez made a motion to accept the reports for the Technical Services Department for March 2021 as presented and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Grazzini, Esposito, Hernandez, and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Trustee Grazzini made a motion to accept the reports for the Reference Department for March 2021 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 Grazzini, Esposito, Hernandez, and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Trustee Grazzini made a motion to accept reports for the Youth Services Department for March 2021 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 Grazzini, Esposito, Hernandez, and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

### **Correspondence**

There was none presented.

### **Unfinished Business**

There was none presented.

### **Executive Session**

There was no need for an Executive Session

### **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 Monday, April 12, 2021 at 5:00 p.m. at the Cicero Public Library.

### **Adjourn Meeting**

Vice-President Godinez made a motion to adjourn the meeting at 5:28 p.m. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Grazzini, Esposito, Hernandez, and Secretary Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

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Maureen Carroll, Secretary