

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 14, 2021

In the absence of President Vargas, Vice-President Godinez called the meeting to order at 5:10 p.m.

Prior to roll call, Vice-President Godinez 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 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: Vice-President Fernando Godinez, Trustees Cynthia Salvino, Mary Hernandez, Anthony Grazzini and Secretary Maureen Carroll. Absent: President Ismael Vargas and Trustee Rosemarie Esposito. Also present were Library Director Sandra Tomschin, Recording Secretary Maria G. Salinas and Library Board Attorney Matt Byrne.

The Pledge of Allegiance was recited.

Minutes

Trustee Hernandez made a motion to accept and place on file the May 10, 2021 Regular Meeting Open Session Minutes as presented. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: President Vargas and Trustee Esposito. Motion carried.

Bills

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

Salaries

Trustee Hernandez made a motion to pay the April 1, 2021- May 31, 2021 salaries as presented. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: President Vargas and Trustee Esposito. Motion carried.

Administrative Director's Report

Library Director Sandra Tomschin noted that her monthly report was in their packet and asked them if they had any questions.

The reported in their packet noted that there were no covid19 related issues in May and they continue with the sanitizing of the areas and practicing social distance. She noted that on June 11, 2021, Governor Pritzker lifted the restrictions and moved Illinois to Phase 5 of the recovery plan. She noted they transitioned to be fully open and also continue with the guidelines from SWAN.

She reported that the plans continue with the 100-year anniversary planning, with preparation for the publishing of the cookbook. She also noted the special events highlighting the anniversary as noted below:

- Pet Parade – July 16, 2021 at 2:00 p.m.
- Open House – August 13, 2021 at 4:00 p.m.
- Mexican Independence Parade – September 19, 2021, more information to follow.
- Murder at the Library Dinner on October 2, 2021, rsvp required, tickets \$50.00 per person.
- Houby Day Parade – October 10, 2021, more information to follow.

Library Director Sandra Tomschin also noted that she has been working with Human Resources on updating the Policy and Procedure Manual for employees. She also noted that included in their packet was a survey that is part of the Strategic Plan. She asked the Trustees to complete and return the survey. She also noted that employees will also be completing the same survey. She briefed the Trustees on the In-Service that was held on June 11, 2021. She also reported that the job descriptions would need to be updated, as many roles have changed due to the covid-19 pandemic. Vice-President Godinez asked the Trustees if they had any questions, they indicated none.

Trustee Hernandez made a motion to accept the Library Director's Report as presented in their packet and placed on file. Secretary Carroll seconded the motion. Roll call: All

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

Department Reports

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

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

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

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

Unfinished Business

Library Director Sandra Tomschin reported there was none to report.

New Business

Trustee Grazzini made a motion to Authorize Administrative Director to approve the June, July and August bills and salaries. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: President Vargas and Trustee Esposito. Motion carried.

Public Comments

Vice-President Godinez asked if there was anyone on the conference line for public comment. Library Attorney Matt confirmed that nobody was present on the conference line to make a public comment or in person.

Executive Session

There was no need for an Executive Session

Vice-President Godinez announced that the next regularly scheduled Board Meeting would be held on Monday, September 13, 2021 at 5:00 p.m. at the Cicero Public Library.

Trustee Hernandez wished everyone a safe summer and wished the Trustees present a very happy Father's Day.

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 5:23 p.m. Secretary Carroll seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: President Vargas and Trustee Esposito. Motion carried.

Maureen Carroll, Secretary