

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, OCTOBER 13, 2021

President Vargas called the meeting to order at 5:00 p.m.

President Vargas also noted that Due to Covid-19, the board meeting will also 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

In the absence of Secretary Maureen Carroll, Recording Secretary Maria Salinas called roll. The following Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Mary Hernandez, Rosemarie Esposito and Anthony Grazzini. Absent: Trustee Cynthia Salvino and Secretary Maureen Carroll. Also present were Library Director Sandra Tomschin 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 September 13, 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 Hernandez, Esposito and Grazzini. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Bills

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

Salaries

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

Library Attorney Matt Byrne arrived at 5:01 p.m.

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. They indicated none.

The report in their packet noted that there were no Covid19 related issues in September and they continue with the sanitizing of the areas and practicing social distance. She noted that the library complies with the Governor's Order for mask-wearing mandate for everyone visiting the library.

Library Director Sandra Tomschin reported that she submitted a grant application for \$ 250,000.00 for the Community Development Block Grant Coronavirus Funds. She indicated she was waiting to hear if the application was approved. She noted in her report that the funds would be used to replace the heating units on the roof and replace with units designed to filter more air quality to comply with Covid19 recommendations.

Library Director Sandra Tomschin also reported that the 100-year Anniversary special event, Murder Mystery was a huge success. She also noted that the Library Birthday Blessing was held on September 28, 2021.

She also reported that she continued that the Employees Policy and Procedure should be completed next month. The five-year Strategic Plans also looked to be completed by next month.

She reported there would be a ceremony to unveil "Pat's Little Library", on October 14, 2021, at 1:00 p.m. to dedicate it to Pat Terracino, former Library Director. She also reported that the library received a \$1,000.00 donation from the family of Sheila Davis, who also loved the library and enjoyed reading books. She noted this would be used to place a memorial plaque dedicated to Ms. Davis in the garden.

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

Department Reports

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

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

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

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

Correspondence

Library Director Sandra Tomschin reported there was none to report.

Unfinished Business

Library Director Sandra Tomschin reported there was none to report.

New Business

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

Trustee Grazzini thanked the library staff for writing a very well detailed grant and submitting the grant application as noted, which included the bipolar air ionization to provide cleaner air in the library and prevent viruses.

Trustee Hernandez made a motion to approve the Community Development Block Grant Coronavirus Grant Application as presented. Trustee Esposito seconded the motion. Roll call: Trustee Hernandez made a motion to approve the Fine Free Policy as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez, Esposito and Grazzini. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Trustee Grazzini made a motion to approve the Architectural Consulting Proposal from Lukasik & Associates, Ltd., for design and management of proposed Roof and HVAC Replacement Project as presented. Vice-President Godinez seconded the motion. Roll call: Trustee Hernandez made a motion to approve the Fine Free Policy as presented.

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

Public Comments

President Vargas commented that Alejandra Velasco, an author from Mexico. He noted that she wrote many books about domestic violence and said she would be donating some books to the Cicero Public Library. He also said that some of these books would be donated to other entities and to each member of the Parent Patrol. He noted that October is Domestic Violence Awareness month and just wanted to share this information and would let them know when the books would be delivered to the library.

Executive Session

There was no need for an Executive Session

President Godinez announced that the next regularly scheduled Board Meeting would be held on Monday, November 8, 2021 at 5:00 p.m. at the Cicero Public Library.

Trustee Hernandez announced it was Trustee Esposito's birthday and everyone wished her a Happy Birthday.

President Vargas also thanked the library for their participation at the Houby Parade. Trustee Grazzini also noted it was nice to see the Cicero Public Library's float in the parade and the participation of the community. .

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 5:15 p.m. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez, Esposito and Grazzini. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Maureen Carroll, Secretary