

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, FEBRUARY 17, 2021

President Vargas called the meeting to order at 5:12 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**

In the absence of Secretary Carroll, Recording Secretary Maria Salinas called roll. The following Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Mary Hernandez and Anthony Grazzini. Absent: Secretary Maureen Carroll, Trustees Rosemarie Esposito and 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 Grazzini made a motion to accept and place on file the January 11, 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 and Grazzini. Nays: None. Absent: Secretary Carroll, Trustees Esposito and Salvino. Motion carried.

## **Bills**

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

## **Salaries**

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

## **Administrative Director's Report**

Library Director Sandra Tomschin reported that they have re-opened the library without a need for an appointment, noting it was the first step in resuming normal services to the public. She noted that the Per Capita Grant has been completed and submitted and was excited for 2021 and what it may bring to the library.

Library Director Sandra Tomschin reported that there were no Covid-19 related issues last month and continued with following safety protocols with social distancing and keeping all areas clean and sanitized. She also noted that curbside pick-up continued to be the busiest of the library's operations and was very pleased with the results. She noted that regular students visit the library every day and was pleased that the library remains a key asset to the community.

Library Director Sandra Tomschin also reported on the plans for celebrating the library's 100<sup>th</sup> anniversary and was planning a "Murder at the Library Dinner" in September or October, depending on the status of the current pandemic. She disseminated packets of teas that were created by staff to the Trustees and indicated they would also be disseminated to the patrons at curbside pick-ups. She also reported on the building assessment analysis that was currently underway, noting that the architects have made several on-site visits for inspections and interviewing with staff. She noted she would present their findings at the next library meeting in March.

Library Director Sandra Tomschin also briefed the Trustees on the 2021 budget draft for the library. She discussed the various budget line items that involved the library. She said the budget was short approximately \$ 100,000.00 due to recent decline in revenue and that spending cuts would be made. She also noted that health insurance was very expensive and the accountant recommended to continue searching for grant opportunities. She indicated she was proposing a budget without salary increases this year, however, would comply with the minimum wage act and noted some employees would receive a salary increase as required by law. She also noted that none of the staff members missed any salary payment during the 2020 calendar year. She also noted it wouldn't be feasible to increase taxes on a community that was highly impacted

by Covid-19. She noted the library did receive a \$ 5,000.00 grant from the state and noted it would offset some of the expenses that were incurred due to Covid-19.

Library Director Sandra Tomschin briefed the Trustees on the many issues she has found with the current Employee Policy Manual/Employee Handbook. She reported she would start the process of reviewing, updating and revising many policies. She indicated she would like to work on a new policy regarding taking time off the day before or after a holiday.

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

### **Department Reports**

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

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

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

### **Correspondence**

Library Director Tomschin reported that the library received a certificate from the United States Census thanking the library for participating and their collaboration with the assisting with the 2020 Census.

Trustee Grazzini made a motion to accept the correspondence 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 and Grazzini. Nays: None. Absent: Secretary Carroll, Trustees Esposito and Salvino. Motion carried.

### **Unfinished Business**

There was none presented.

### **New Business**

President Vargas asked the Trustees if they had any questions on the proposed draft budget for FY2021 as presented. They indicated none and asked for a motion to approve.

Trustee Grazzini made a motion to approved the FY2021 Draft Budget for the Library as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll, Trustees Esposito and Salvino. Motion carried.

### **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 Wednesday, Monday, March 8, 2021 at 5:00 p.m. at the Cicero Public Library.

### **Adjourn Meeting**

Trustee Hernandez made a motion to adjourn the meeting at 5:25 p.m. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll, Trustees Esposito and Salvino. Motion carried.

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Maureen Carroll, Secretary