

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, DECEMBER 6, 2021

President Vargas called the meeting to order at 5:06 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](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 Maureen Carroll, Recording Secretary Maria G. Salinas called roll. The following Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Rosemarie Esposito, Cynthia Salvino, Mary Hernandez and Anthony Grazzini. Absent: Secretary Maureen Carroll. Also present were Library Director Sandra Tomschin, Board Attorney Matt Byrne 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 November 8, 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, Salvino, Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll. Motion carried.

### **Bills**

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

### **Salaries**

Trustee Hernandez made a motion to pay the November 2021 salaries as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye:

President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll. 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. They indicated none.

The report in their packet noted that there were no Covid19 related issues in the month of November 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 the agreement for the \$ 250,000.00 federal funds was on the agenda for their approval. She noted these funds would be used to upgrade the HVAC system and the roof. This project would extend the life of the wonderful facility and make indoor air quality for employees and patrons. She thanked President Dominick for his support for the library securing this grant.

She also reported that the 100-year anniversary cookbook was available and would be showcased on social media. The library hosted their first annual High Tea event. She noted it was a huge success. The event was bridged with the Senior Craft Class in which they made their own "fancy hats" and wore them proudly at the event. She thanked Alden Town Manor for providing Thanksgiving Dinner to seniors during their craft class on November 24, 2021.

She reported that their In-Service was on December 3, 2021, which focused on Active Shooter and noted it was a great presentation and provided useful information for the staff.

President Vargas asked who provided the presentation. Library Director Tomschin responded it was done by the Arlington Heights Police Department. Trustee Hernandez noted she attended the presentation and noted it was very informational.

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

### **Department Reports**

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

Trustee Hernandez commented on the 182 library cards that were issued during the month of November and said it was amazing.

Trustee Grazzini also asked about including the library application in conjunction with the student registration process with District 99. He noted this would be very beneficial for both the library and school district.

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

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

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

### **Correspondence**

Library Director Sandra Tomschin reported there was no correspondence presented.

### **Unfinished Business**

Library Director Tomschin noted that there were some library closure dates that needed to be corrected and needed approval for a revised Library Closure Dates for the 2022 Calendar Year.

Trustee Grazzini made a motion to approve the revised Library Closure Dates for the 2022 Calendar Year as presented and place on file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll. Motion carried.

### **New Business**

Trustee Hernandez made a motion to approve and authorize Library President to enter into Agreement between the Town of Cicero and Cicero Public Library for Community Development Block Grant Coronavirus Funds (CDBG) offered through the United States Department of Housing and Urban Development (HUD). Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll. Motion carried.

Library Director Tomschin noted that sharing in the costs for zoom programming with other libraries will alleviate the costs. She noted that the library's cost per year was approximately \$ 375.00.

Trustee Grazzini made a motion to approve and authorize Library President to enter into Intergovernmental Agreement with Northbrook Public Library and Reaching Across Illinois Library System (RAILS) for Joint Purchasing of Library Programming. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll. Motion carried.

### **Employee Manual Update**

Library Director Tomschin indicated that the manual was not completed and the presentation needed to be tabled.

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

### **Presentation – 5-Year Strategic Plan**

Sarah Keister-Armstrong joined the library meeting via zoom at approximately 5:30 p.m. She started her presentation by thanking the Library Board for the opportunity to present to them.

She briefed them an overview on the various survey results that included feedback from the Board of Trustees, staff and the community. She explained the strategic process and how all the collection data is assessed.

She asked the Library Trustees if they had any questions on the survey results.

President Vargas noted they would reflect on what was presented and will discuss further at the next meeting.

She briefed them on the 4 goals involved in the 5-year Strategic Plan for 2022-2026. Goal 1: Responding to community demographics, Goal 2: Reducing existing barriers to library usage, Goal 3: Leveraging community partnerships to increase access to the library and Goal 4: Enhancing communications, marketing and outreach to increase awareness.

She discussed about the comments from the survey that were relevant to the goals mentioned.

She discussed the Mission Statement and the Core Values and noted it was relatively describing what the Cicero Public Library is.

President Vargas asked if there was any feedback on the library's logo. She responded there wasn't but noted it was probably a good time for the library to review it.

President Vargas asked the Trustees if they had any questions, they indicated none.

President Vargas thanked her for her presentation and Ms. Keister exited the zoom presentation at approximately 5:50 p.m.

Library Director Tomschin noted that the next step would be to share the presentation to the library staff. She noted they would be visiting the various strategies on a monthly basis.

Trustee Grazzini commented that it would be beneficial to have an action plan that could be followed to ensure the goals presented are being met.

President Vargas requested a copy of the presentation and asked that it be shared with the Trustees.

President Vargas discussed the logo and noted that it should be changed to reflect family involvement. He noted the current logo only reflects a mother and children.

Trustee Grazzini made a motion to place on file the Presentation for the 5-Year Strategic Plan as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Salvino, Hernandez and Grazzini. Nays: None. Absent: Secretary Carroll. Motion carried.

### **Executive Session**

There was no need for an Executive Session

### **Public Comments**

Library Attorney Avery noted there was nobody on the conference line to present any public comments.

Prior to adjourning, Trustee Hernandez mentioned to contact Nick Drakulich for any future In-Services for training or workshops relevant to Active Threats/Shooter. Library Director Tomschin also mentioned she would like to have a CPR class to train staff to be prepared in case of an emergency.

President Vargas announced that the next regularly scheduled Board Meeting would be held on Monday, January 10, 2022 at 5:00 p.m. at the Cicero Public Library.

### **Adjourn Meeting**

Trustee Grazzini made a motion to adjourn the meeting at 5:59 p.m. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President

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

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Maureen Carroll, Secretary