

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 14, 2022

In the absence of President Vargas, Vice-President Fernando Godinez called the meeting to order at 5:03 p.m.

**Roll Call**

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

Vice-President Godinez 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”.

The Pledge of Allegiance was recited.

**Minutes**

Trustee Grazzini made a motion to accept and place on file the January 10, 2022 Regular Meeting Open Session Minutes as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

**Bills**

Trustee Grazzini made a motion to pay the January 2022 bills as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

Trustee Esposito made a motion to pay the February 2022 bills as presented. Secretary Carroll seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

## **Salaries**

Trustee Grazzini made a motion to pay the January 2022 salaries as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. 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 her packet noted the updates listed below.

### **Covid-19**

There were no Covid19 related issues or employees in quarantine since the last Board meeting, appearing the surge is coming to an end. The library continues to enforce indoor masking, social distancing and continuous sanitization of all areas.

### **Board Meeting Date Change**

On the agenda, there was a meeting date change from Monday, May 9, 2022 to Wednesday, May 11, 2022, as she will be on vacation.

### **Community Development Block Grant**

She will be meeting with the Town Engineer and the architect to ensure the Roof Replacement and HVAC Projects continue to move forward and finalize the grant process.

### **5-Year Strategic Plan**

She will be seeking any additional feedback from the Trustees to finalize the Strategic Plan and prepare for Board approval.

### **Employee Handbook**

She continued to work with attorneys Jim Ciesil and Julie Diemer on finalizing the Employee Handbook for Board review and approval.

### **Illinois Public Library Annual Report (IPLAR)**

She reported that they were in the process of compiling all data for the IPLAR Report, which is to be submitted by March 1, 2022.

## Finance

She reported that the Finance Department at the Town of Cicero was restructuring and has met the new staff. They noted that new procedures will be implemented. She continued to work with last year's budget until the budget for FY22 can be submitted for review and approval. She noted that an audit will need to be completed for both the 2020 and 2021 years. She was collaborating with the Finance Department on addressing past compliance items and awaiting guidance on auditor procurement.

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

## Department Reports

Trustee Grazzini made a motion to accept the reports for the Circulation Department for the month of January 2022 as presented and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

Trustee Grazzini made a motion to accept the reports for the Technical Services Department for the month of January 2022 as presented and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

Trustee Esposito made a motion to accept the reports for the Reference Department for the month of January 2022 as presented and place on file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

Trustee Esposito made a motion to accept the reports for the Youth Services Department for the month of January 2022 as presented and place on file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

## Correspondence

There was none to report.

## **Unfinished Business**

There was none to report.

## **New Business**

Trustee Grazzini made a motion to approve the Amended Board Meeting Schedule, to reschedule the meeting from May 9, 2022 to May 11, 2022. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

## **Executive Session**

There was no need for an Executive Session

## **Public Comments**

There was none presented in person or via the conference call.

Vice-President Godinez announced that the next regularly scheduled Board Meeting would be held on Monday, March 14, 2022 at 5:00 p.m. at the Cicero Public Library.

## **Adjourn Meeting**

Trustee Grazzini made a motion to adjourn the meeting at 5:12 p.m. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Esposito, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas, Trustees Salvino and Hernandez. Motion carried.

---

Maureen Carroll, Secretary