

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, MARCH 14, 2022

In the absence of President Vargas, Vice-President Fernando Godinez called the meeting to order at 5:00 p.m.

Roll Call

Secretary Maureen Carroll called roll. The following Trustees were present: Vice-President Fernando Godinez, Trustees Cynthia Salvino, Mary Hernandez, Anthony Grazzini and Maureen Carroll. Absent: President Ismael Vargas and Rosemarie Esposito. 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 February 14, 2022 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 Ismael Vargas and Rosemarie Esposito. Motion carried.

Bills

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

Salaries

Trustee Hernandez made a motion to pay the February 2022 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 Ismael Vargas and Rosemarie 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. 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. She noted they have updated the policy and procedure to follow current CDC Guidelines, which encouraged patrons to wear a mask, but not required to do so.

Community Development Block Grant

A pre-bid meeting was held on March 8, 2022. There was a good turnout for bidders and was hopeful that results received would be competitive. The bid opening was scheduled for March 17, 2022 at 10:00 a.m. A special meeting was scheduled for March 22, 2022, for approval of the bid recommendations and for the proposed project to remain on schedule.

5-Year Strategic Plan

Final feedback from the Trustees is due by March 31, 2022 to finalize the Strategic Plan and prepare for Board approval at the April meeting.

Employee Handbook

Library Attorney James Ciesil working on finalizing the Employee Handbook for Board review and approval.

Illinois Public Library Annual Report (IPLAR)

The report was submitted and confirmed as received by the state.

Finance

Met with the town's new Finance Director, David Gonzalez. Issues regarding the previous audits were discussed and will work on finalizing any outstanding audits.

Budget

Under new business was the approval of the 2022 Annual Appropriation (Budget). Summary of the budget appropriations were noted in the board packet that aligned the library's revenue and expenditures.

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

Department Reports

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

Trustee Hernandez made a motion to accept the reports for the Technical Services Department for the month of February 2022 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 Ismael Vargas and Rosemarie Esposito. Motion carried.

Trustee Hernandez made a motion to accept the reports for the Reference Department for the month of February 2022 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 Ismael Vargas and Rosemarie Esposito. Motion carried.

Trustee Grazzini requested if the Reference Report can be itemized to show all the reference statistics. Library Director Tomschin responded she would ask the Head of Referenced to itemize the Reference Report going forward.

Trustee Hernandez asked about homebound delivery. Library Director Tomschin responded that they do offer those services by request.

Trustee Grazzini made a motion to accept the reports for the Youth Services Department for the month of February 2022 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 Ismael Vargas and Rosemarie Esposito. Motion carried.

Correspondence

There was none to report.

Unfinished Business

Library Director Sandra Tomschin briefed the Board on a former employee who asked to return on a part-time basis. She said he was a good worker and had resigned previously to care for his mom.

Trustee Grazzini made a motion to authorize Library Director Sandra Tomschin to hire for a vacant part-time position for the remainder of the 2021-22 fiscal year. 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 Ismael Vargas and Rosemarie Esposito. Motion carried.

New Business

Library Director Tomschin briefed the Trustees on the proposed budget, expenditures and revenues. As noted in her report, she would be working with Finance Director David Gonzalez to complete the audits for the last two fiscal years. She asked the Board of Trustees if they had any questions. She also indicated she would be applying for more grant opportunities for next year. She noted this would be used to remodel some rooms in the library.

Trustee Hernandez asked if the available meeting rooms would be rented out. Library Director Tomschin they would be made available. There was a brief discussion for various community resources that could be made available in the library meeting rooms.

Trustee Grazzini made a motion to approve the 2022 Annual Budget as presented. 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 Ismael Vargas and Rosemarie Esposito. Motion carried.

Executive Session

There was no need for an Executive Session

Public Comments

There was none presented.

Vice-President Godinez announced a Special Meeting would be held on March 22, 2022, at 5:00 p.m. The next regularly scheduled Board Meeting would be held on Monday, April 11, 2022 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Trustee Grazzini made a motion to adjourn the meeting at 5:37 p.m. Trustee Salvino seconded the motion. Roll call: All Trustees present voting aye: Vice-President Godinez, Trustees Salvino, Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: President Ismael Vargas and Rosemarie Esposito. Motion carried.

Secretary