

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, APRIL 11, 2022

President Vargas called the meeting to order at 5:01 p.m.

Roll Call

Secretary Pro-Tem Mary Hernandez called roll. The following Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Rosemarie Esposito, Anthony Grazzini and Mary Hernandez. Absent: Trustee Cynthia Salvino and 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 Esposito made a motion to accept and place on file the March 14, 2022 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, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Vice-President Godinez made a motion to accept and place on file the March 22, 2022 Special Meeting Open Session Minutes as presented. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Bills

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

Salaries

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

Administrative Director's Report

Library Director Sandra Tomschin noted that the report in their packet noted the updates listed below.

Covid-19

There were no Covid19 related issues or employees in quarantine since the last Board meeting.

Community Development Block Grant

A bid opening was held on April 7, 2022 for the RTU Replacement Project. The estimated budget for this project was \$ 500,000.00 and the lowest bid received was for \$ 421,000.00. Including Alternate 1 (replacement of broken emergency generator) the price was \$ 467,000.00. There was a bid recommendation on the agenda for award to the lowest responsible bidder. Upon approval, the contract will be executed. Due to lead times of equipment supply chain issues, this project is anticipated to start in the Fall of 2022, with 30 days to complete.

5-Year Strategic Plan

The Strategic Plan was on the agenda for review and approval. Upon approval, the marketing phase of the plan will begin.

Administrative

A meeting was held David Gonzalez, Finance Director and it was noted that the library had not been billed for approximately two years. The process has started to bill the library, which is expected to have an impact on the budget. Staffing has decreased in the last two years and it was anticipated that final bill will be less than in the previous years.

A meeting was held with Michael Battistoni, Industrial Technology Teacher at Morton West. Library Director Tomschin gave a presentation about a search for a new library logo to the graphic design students. They will begin working on designing for the new library logo. It was noted that this will be shared on social media to afford everyone an opportunity to vote on the different designs.

Budget

The process has been started with the accounting department to update the new budget line items to ensure all payments are aligned with the respective budget account. Information for the 2020 audit has not yet been received and will keep them informed.

Outreach

The library participated in the Parent University that was held at Unity Junior High School on March 19, 2022. They had story time and craft sessions for the students, while their parents attended the different programs. They have also been in contract with Cicero School District 99 to have virtual and in-person events at the library. The Youth Services department has gone above and beyond to accommodate each request as they are received. Brookfield Zoo will be assisting the library with developing Butterfly Garden in the west lot. Once this is finalized, the Trustees will be invited to participate. The memorial bench has been ordered for the patron that donated money to the library. It was anticipated that the bench will be installed by the end of the summer and the family will be invited for the Unveiling Ceremony.

Library Director Tomschin asked if they had any questions, they indicated none.

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

Department Reports

Vice-President Godinez made a motion to accept the reports for the Circulation Department for the month of March 2022 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, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Trustee Hernandez made a motion to accept the reports for the Technical Services Department for the month of March 2022 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, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Trustee Grazzini requested that the Reference Librarian provide more detailed reports moving forward. Library Director Tomschin noted it would be detailed as requested.

Trustee Grazzini made a motion to accept the reports for the Reference Department for the month of March 2022 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, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Trustee Hernandez made a motion to accept the reports for the Youth Services Department for the month of March 2022 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, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Correspondence

President Vargas disseminated information regarding an upcoming conference that will take place in June in Washington D.C. He asked the Trustees to inform Library Director Tomschin if they wished to attend,

Unfinished Business

Trustee Grazzini made a motion to approve the 5-Year Strategic Plan for 2022-2026 as presented and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

New Business

President Vargas requested a motion to approve the bid recommendation for the RTU Replacement Project being RMC, Inc. as the lowest responsible bidder. It was noted that CDBG Funds awarded will be used for this project.

Trustee Hernandez made a motion to approve RMC, Inc. as the lowest responsible bidder for the RTU Replacement Project. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Executive Session

There was no need for an Executive Session

Public Comments

President Vargas thanked God for the life of Library Director Tomschin and wished here many more years. He thanked her doing a great job at the library.

President Vargas announced that he will be traveling to Ukraine on April 26, 2022, and asked everyone to keep him in prayer for a safe trip. He said he will be traveling with emergency responders for approximately thirteen days. He will be in the border assisting the families who are crossing over. He noted as help had been provided to other countries who were in distress, he would like to be part of this mission.

Trustee Grazzini noted that Cicero has been a home to many refugees from other countries who have come here to provide a better life for their families. He said they will be praying for him and those families who wish to emigrate to a different country for them to have a better life.

He noted that a local church in North Riverside is collecting items for Ukraine and encouraged everyone to donate hygiene items.

President Vargas announced that the next regularly scheduled Board Meeting would be held on Wednesday, May 11, 2022 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

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

Secretary