

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

President Vargas called the meeting to order at 5:03 p.m.

Roll Call

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

The Pledge of Allegiance was recited.

Minutes

Trustee Hernandez made a motion to accept and place on file the April 11, 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 Salvino, Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Bills

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

Salaries

Trustee Hernandez made a motion to pay the April 2022 salaries as presented and place one file. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Esposito, Grazzini and Hernandez. Nays: None. Absent: 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

Construction is being planned for the HVAC Replacement Project.

A CDBG-CV application was submitted for the construction of two individual study rooms in the quiet room. Upon approval and receipt of funding, a plan for was being made for a “maker room”. It is planned to relocate the Spanish section into the main library auditorium and use the designated space for the “maker room”. This room will be equipped with craft supplies for programs. It was noted that this was a request from the community a survey that was conducted during the Strategic Planning process.

Administrative

The students from Morton High School continue to work on the library’s new logo design project. Once the designs are finalized, they will be posted on the library’s social media pages for the public to vote, with the Trustees making the final decision. The top three logos will receive a scholarship award and all participants will receive a pizza party sponsored by the library. She requested to hire four students for summer help. She also noted that next month she will propose a salary increase for employees who have not received a salary increase.

Budget

There is no update to report, still waiting for the updated budget line codes from the finance department.

Outreach

The library participated in the Day of the Young Child event at Cicero School District 99 and the Cicero Community Network Service Fair at the town’s Community Center. The library continues to look for more outreach opportunities. She noted the events were a success and the library disseminated books to the students.

Library Director Tomschin asked the Trustees if they had any questions. They indicated none.

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

Department Reports

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

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

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

Trustee Grazzini asked why there was not a Reference Report for this month. He also asked about his request for detailed information for the same report.

Library Director Tomschin responded that the Reference Librarian has been out due to illness. He asked if someone was covering the department and services were provided to the patrons. She indicated it was. President Vargas requested that the missing report for April also be included in the packet for the next meeting. Library Director indicated she would follow up with the Reference Librarian to ensure the reports are completed and submitted for the Trustees to review.

Correspondence

There was none reported.

Unfinished Business

There was none reported.

New Business

It was motioned by Trustee Grazzini to hire up to four students for a maximum of 24 hours per week for each person for summer help to assist with the summer activities planned for the library. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Salvino, Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

President Vargas noted that the summer clean-up is on Saturday, May 14 and asked the library to participate at the event. Trustee Grazzini noted this was a nice networking event to bring the community, especially in view of the recent events, together.

President Vargas thanked everyone for their support and prayers during his recent visit to Ukraine. He noted it was a good experience seeing firsthand what is going on in this country and was happy to be able to assist the people with services.

Executive Session

There was no need for an Executive Session

Public Comments

There were none presented.

President Vargas announced that the next regularly scheduled Board Meeting would be held on Wednesday, June 13, 2022 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 Salvino, Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Secretary