

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, JUNE 13, 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: Vice-President Ismael Vargas and President Ismael Vargas, Vice-President Fernando Godinez, Trustees Rosemarie Esposito, Anthony Grazzini and Mary Hernandez. Absent: Secretary Maureen Carroll and Cynthia Salvino. Also present were Library Director Sandra Tomschin, Board Attorney Sean McGrath and Recording Secretary Maria Salinas.

The Pledge of Allegiance was recited.

Minutes

Trustee Grazzini made a motion to accept and place on file the May 11, 2022 Regular Meeting Open Session Minutes as presented. 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.

Bills

Trustee Esposito made a motion to pay the May the 2022 bills as presented and place one 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.

Town of Cicero Staff Insurance Reimbursement

Library Director Sandra Tomschin reported that the library never received any insurance billing for 2020, 2021 and six months of 2022, for an approximate total of \$ 566,000.00. She noted that the Town's Finance Director brought it to her attention when he was reviewing all payments.

President Vargas requested that the town issue a letter to the library that reflects the total amount of monies owed for record purposes. Trustee Grazzini also asked that they receive an itemized bill that reflects the benefit package for all library staff employees for transparency purposes.

Library Director Sandra Tomschin responded that she would request the information to keep on file ensure the monies are paid accordingly. She indicated she would email

the Trustees the aforementioned insurance billing information once it has been received.

Trustee Hernandez made a motion to pay the bill for the outstanding insurance bills for the library staff for 2020, 2021 and six months of 2022 as noted and place one file. 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 Esposito made a motion to pay the May 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 Esposito, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Administrative Director's Report

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

Covid-19

There were two confirmed cases of employees who tested positive for Covid19 since the last Board meeting. They continue to sanitize the areas regularly to protect the employees and staff. The two employees are expected to return on June 14, 2022.

Community Development Block Grant

Due to the supplies chain issues, there was a delay in receiving the equipment for the HVAC Upgrade Project. The units are not expected to arrive until late fall or early winter. She would need to request an agreement with the town of Cicero as the grant agreement expires on September 30, 2022.

Administrative

As discussed earlier, she noted that there would be a large transaction for the payment of the health insurance that had not been previously billed.

She reported on the In-Service that was held on June 10, 2022. She said the main focus was on fire safety and the Cicero Fire Department gave a presentation. The staff were also broken up in groups for additional staff training.

Budget

She reported that she will be presenting a proposed salary schedule during executive session for all employees for fiscal year 2022 who didn't receive a raise in 2018. She

noted the proposed salaries would be well under the budget that was previously approved by the Trustees.

Vandalism

She reported that the library was vandalized by someone who through a large brick at the front door which resulted in extensive damage. She did say the individual who was responsible was apprehended and the next step was court proceedings.

LOGO Contest

She briefed them on the results from the new logo for the Cicero Library, which was also in their packet. She also disseminated additional copies for their review.

She asked the Trustees if they had any questions on here report and they indicated none.

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

Department Reports

Trustee Hernandez made a motion to accept the reports for the Circulation Department for the month of May 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 Esposito made a motion to accept the reports for the Technical Services Department for the month of May 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 Grazzini discussed a new page on the library's website and noted it should be aligned with the library's vision and goals. He also followed up on a research request that was previously made to the Reference Department by a staff member from the local school district. He indicated they never received the help they needed, therefore, had to seek assistance from their library in Elmhurst. President Vargas also noted that it was important that the Reference Department Head is made aware of what are the expectations and what here role is in providing assistance to the community, whether it is from a patron or someone from a local school district. Dr. Grazzini reiterated that the everyone is working very hard to uplift the students and provide the best support they can by seeking resources from the library.

Upon further discussion, it was the consensus for a meeting to be arranged with the Reference Librarian.

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

Correspondence

There was none reported.

Adjourn into Executive Session

Trustee Hernandez made a motion to adjourn from Open Session and go into Executive Session at 5:36 p.m., to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body 5 ILCS 120/2 C (1). 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.

Reconvened to Open Session

Trustee Hernandez made a motion to reconvene to Open Session at 6:11 p.m. 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.

Unfinished Business

There was a review and discussion of the logo designs that were received from the contest. Vice-President Godinez commented that as a graphic designer, he noted that a lot of the designs were inclined towards Microsoft.

Trustee Esposito made a motion to review the Cicero Logo designs that were received from Morton High School 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.

Library Director Sandra Tomschin noted that the scholarships for the logo submissions would be awarded as follows:

- Selected Logo \$ 500

- 2nd Place \$ 300
- 3rd Place \$ 200
- 4th and 5th Place \$100

Library Director Sandra Tomschin disseminated the logo designs for the Trustees to review and reported on the votes that each design received.

Trustee Hernandez made a motion to approve the selection of the New Logo being #18 Bookworm with adjustments as noted and place on file. 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.

New Business

It was motioned by Trustee Esposito to approve the Personnel Report as discussed in Executive Session. 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.

It was motioned by Vice-President Godinez to Authorize Library Director Sandra Tomschin to approve the July and August 2022 bills and salaries. 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.

Public Comments

Trustee Hernandez requested that the cast of the Little Mermaid Jr., be extended an invitation to the Cicero Public Library and have a pizza party for them. She noted it was a great group of students and an amazing cast.

President Vargas announced that the next regularly scheduled Board Meeting would be held on Monday, September 12, 2022 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 6:35 p.m. 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.

Secretary