

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, SEPTEMBER 12, 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, Trustees Rosemarie Esposito, Anthony Grazzini and Mary Hernandez. Absent: Vice-President Fernando Godinez, Trustee Cynthia Salvino and Secretary Maureen Carroll. 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 June 13, 2022 Regular Meeting Open Session Minutes as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

Trustee Grazzini made a motion to accept and place on file the June 13, 2022 Regular Meeting Closed Session Minutes as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

Bills

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

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

Trustee Esposito made a motion to pay the August 2022 bills as presented and place one file. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye:

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

Salaries

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

Trustee Esposito made a motion to pay the July 2022 salaries as presented and place one file. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, 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 four 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 patrons. The four employees have recovered and are back at work.

Community Development Block Grant

There was a monitored visit by the staff from CDBG on September 1, 2022. The staff indicated they were impressed with the facility and the maintenance of their files. The requested to be notified when all of the policies and procedure were formally updated. It appeared that they were approved for the construction of the quiet room space as well, which was very good news.

Outreach

The library was busy with several outreach events as noted below:

- Pet Parade
- Ice Cream Social
- National Night Out
- Back to School Fair with the Town of Cicero and the Children's Center

The library will also participate at the Annual Houby Parade and have a float.

The Pet Parade received over 200 likes on the Town of Cicero's Facebook page. There were over 80 new or renewed library cards issued during the Ice Cream Social. It was noted that these events were not only to the patrons but also to continue to build the

library's name and increase more patron visits to the library. She indicated she was committed to increase utilization of the library.

Administrative

She requested to close the library to the public on October 29, 2022, to host the second Annual Murder Mystery Dinner. This year's theme will be the "Monster Bash" costume party. Tickets will be sold for \$75.00 which would cover the cost of food from Weber's Grill, the actors from the mystery company (Murder by Design) and servers for the evening. She will apply for the liquor license to have an open cash bar. She noted that last year was a great event and based on the requests received, this year's event should be no different.

She reported that under New Business, there was an engagement letter to approve the first payment for the 2020 audit. She recommended the approval of the engagement letter. She noted that there was a delay from the town's end, due to the pandemic related issues. Once this audit is complete, proceedings will begin with the audit for 2021.

She noted there will be several matters to discuss in closed session regarding security, human resources, policies and procedures.

Budget

She reported that the library has received their annual grant from the state in the amount of \$ 125,770.30. She indicated it was less than what was received last year and said it reflects how important it was to obtain accurate count during the census. The library's operations will be adjusted to the budget accordingly.

Vandalism

She reported another incident, in which an employee's car was scratched with a pair of scissors. The patron responsible was recognized and was consequently arrested. The patron ultimately returned to visit the library and was notified that he was banned from visiting the library. He became angry and knocked over a cart that had DVD's and pulled the anti-theft sensor out of the ground. Police reports were filed for these additional incidents.

LOGO Contest

She informed the Trustees that she continued with the finalization of the library's new logo. She anticipated presenting the award to the student who designed the winning logo at the next meeting on October 12, 2022.

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

Trustee Grazzini made a motion to accept the Library Director's Report from June through August 2022 as presented and place on file. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye:

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

Department Reports

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

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

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

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

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

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

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

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

It was noted that the Youth Services Department Report for August 2022 will be presented for approval at the next meeting on October 12, 2022

Correspondence

There was none reported.

New Business

It was motioned by Trustee Grazzini to Authorize Library President to approve Letter of Engagement with LaFayette Linear, CPA, LLC to perform the FY2020 Audit as presented. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

It was motioned by Trustee Esposito to Authorize Library Director to make partial payment equal to 50% of the fee to LaFayette Linear, CPA, LLC for the FY2020 Audit as presented. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

It was motioned by Trustee Grazzini to Authorize the closure of the library on Saturday, October 29, 2022, for a special event at the library. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

Public Comments

There was none presented.

Adjourn into Executive Session

Trustee Esposito made a motion to adjourn from Open Session and go into Executive Session at 5:28 p.m. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body 5 ILCS 120/2 C (1).

Reconvened to Open Session

Trustee Esposito made a motion to reconvene to Open Session at 6:07 p.m. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

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

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 6:08 p.m. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustees Grazzini, Esposito and Hernandez. Nays: None. Absent: Vice-President Godinez, Trustee Salvino and Secretary Carroll. Motion carried.

Secretary