

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, NOVEMBER 14, 2022
5:00 P.M.

President Vargas called the meeting to order at 5:10 p.m.

Roll Call

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

The Pledge of Allegiance was recited.

Presentation of New Library Logo and Scholarship Awards and Recognition to Morton 201 Students

President Vargas welcomed the audience to the meeting, which also included the students who participated in designing the library's new logo. He also said he was very blessed to have a new logo for the library that will be present for many years to come. The top 5 designed logos received recognition and each respective student received a certificate and a scholarship award.

5th Place – Tanya Lopez

4th Place – Priscilla Mendez Ocampo, was not in attendance for meeting.

3rd Place – Janet Torres, not in attendance for meeting.

2nd Place – Marquise Hurst

1st Place – Imani Ruppert

President Vargas thanked the parents and the teachers for supporting the students and them being a voice in the community and noted it was truly a blessing. He asked the parents and teachers to keep encouraging the children to continue to do their best. The Trustees proceeded to unveil the new logo for the Cicero Public Library.

Minutes

Trustee Hernandez made a motion to accept and place on file the October 12, 2022 Regular Meeting Open Session Minutes as presented. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Trustee Hernandez made a motion to accept and place on file the October 12, 2022 Regular Meeting Closed Session Minutes as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Trustees Esposito, Grazzini, Hernandez and Vice-President Godinez. Nays: None. Absent: Secretary Carroll. Motion carried.

Bills

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

Salaries

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

She noted there were no covid cases reported since the last meeting.

Community Development Block Grant (CDBG)

She also reported that the agreement for the \$ 100,000.00 CDBG Grant for the construction of two quiet rooms were on the agenda for their approval. The pre-construction meeting for the Roof Top HVAC Units was scheduled for November 12, 2022, with construction anticipated to start in December.

Outreach

The library participated in the Day of the Dead Event on October 29, 2022 at Unity Junior High School. The Murder Mystery Dinner was an overwhelming success. All attendees had an amazing time and the feedback received was positive. This year the theme was a "Monster Bash" and all attendees were in amazing costumes.

Administrative

Lauren Kay, Technology Services Department, resigned and her position was posted internally. There were three applicants who interviewed, with Beatriz Peralta being selected as the most qualified candidate to fulfill the required duties.

She requested permission under “New Business” to create and post for a new position of Business Manager, noting that this position exists in many libraries. The library will be transitioning to processing their own checks and all Human Resources matters. She noted that this position would assist with these new acquired tasks. She noted that this person would also supervise the maintenance staff. She appreciated their consideration for this request.

Logo Contest

She reported she was excited to move forward with the new log and was very proud of the students who made it possible.

President Vargas asked Tom Tomschin, Executive Director of Public Housing/CDBG, what was the process for the Roof Top Units. Mr. Tomschin responded that the only the Roof Top Units are being replaced and the construction would be done to facilitate any future roofing repairs and also noted that the library’s daily operations would not be affected. President Vargas asked who the contractor was. Mr. Tomschin responded it was RFC Mechanical. He asked the Trustees if they had any questions, they indicated none.

Trustee Esposito made a motion to accept the Library Director’s Report as presented and place on file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

President Vargas thanked Mr. Tomschin for the funding provided by the CDBG to move forward with the project.

Department Reports

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

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

Trustee Grazzini made a motion to accept the reports for the Reference Department for the month of November 2022 as presented and place on file. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas,

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

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

Correspondence

A thank you note was received by the family of Al Neal for the beautiful plant honoring Mr. Neal's life and service to the library.

Trustee Esposito made a motion to accept the correspondence and place on file. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Unfinished Business

Trustee Hernandez made a motion to Authorize the Library President to enter into Agreement and Resolution between the Town of Cicero and the Cicero Public Library for the Community Development Block Grant Coronavirus Funds (CDBG) offered through the United States Department of Housing and Urban Development (HUD). Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Trustee Grazzini made a motion to approve the Salary schedule changes with an effective date of November 12, 2022, as presented and discussed as the October 2022 Board Meeting. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

New Business

Library Director Tomschin briefed the Trustees on the Business Manager position that used to exist in the library. She noted that when the former Business Manager position left, that position was never filled. As noted earlier, the library will be taking on new responsibilities as they will be transitioning into processing their own accounting tasks for all the library's operations and noted the Business Manager would be the person to supervise and process all the library's business financial related matters. She noted that the salary for this position would be \$55,000.00 and all the duties were outlined in the job description.

Trustee Esposito made a motion to approve and authorize the Administrative Director to post for a Business Manager. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President

Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Public Comments

Mr. Tomschin, Executive Director of The Town of Cicero Department of Housing and Board President of Cicero District 99, congratulated all the students who were selected to receive scholarships for the library's logo contest and especially the winner, Imani Ruppert. He said it was an amazing logo and the kids in the district were extremely talented. He congratulates the library for approving the agreement for the \$100,000.00 funding with the CDBG to construct two quiet rooms in the library. He noted that the Library Director has done her research on what other community libraries have, which are the quiet rooms, and noted there was no reason the Cicero Library can't have the same. He commended the Board of Trustees for their decision for create quiet rooms.

The Trustees thanked Mr. Tomschin for his comment.

Adjourn into Executive Session

There was no need for an Executive Session.

Informational Item

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

He asked the Trustees if they had any additional questions or comments.

There was a discussion about scheduling a Special Meeting to approve the Employee Handbook. It was noted that the Employee Handbook would be presented to the library staff on December 2, 2022.

Trustee Hernandez made a motion to schedule a Special Meeting on November 28, 2022, at 3:00 p.m. to approve the Employee Handbook. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Adjourn Meeting

Trustee Esposito made a motion to adjourn the meeting at 5:47 p.m. Trustee Salvino seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Trustee Salvino, Vice-President Godinez, Trustees Esposito, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll. Motion carried.

Secretary