

MINUTES OF THE SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES  
OF THE CICERO PUBLIC LIBRARY HELD AT THE  
CICERO PUBLIC LIBRARY ON  
WEDNESDAY, NOVEMBER 28, 2022

4:00 P.M.

President Vargas called the meeting to order at 4:05 p.m.

**Roll Call**

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

The Pledge of Allegiance was recited.

**Unfinished Business**

Attorney James Ciesil gave a brief presentation on the Employee Handbook that was on the agenda for approval. He highlighted the various articles and noted the revised changes were similar to the old handbook. As noted, he briefed on the articles as noted below.

Article 1:

Detailed the use of computer, meeting room and dress code.

Article 2:

Detailed the work hours define the hours considered for full-time, part-time and hourly employees

Article 3:

Detailed Family Medical Leave Police, vacation and other leaves.

Article 4:

Detailed employee evaluation process and professional development.

Article 5:

Detailed medical insurance, disability leaves and cleaned language to comply with Illinois State laws.

Article 6:

Detailed disciplinary procedures and updated language for authorizing Administrative Library Director to process all employee disciplinary matters when warranted.

Article 7:

Detailed the process for an employee's separation from the library and/or resignation.

Article 8:

Detailed the policies for a drugfree workplace and drug testing policy.

In closing Mr. Ciesil thanked Library Director Sandra Tomschin for working and collaborating many hours with him to complete and finalize the Employee Handbook.

President Vargas also thanked the fellow Trustees who were also instrumental in completing this project. He noted it was a lengthy process but was happy that it was finally completed with the goal of ensuring that the library operates smoothly and all procedures are adhered to accordingly.

President Vargas asked the Trustees if they had any further comments or questions regarding the Employee Handbook. They indicated none. He also thanked Mr. Ciesil for his presentation and assistance.

**New Business**

Trustee Grazzini made a motion to approve the updated Employee Handbook as presented and place one file. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustee Cynthia Salvino, Secretary Maureen Carroll, Trustees Esposito, Grazzini and Hernandez. Nays: None. Motion carried.

**Public Comments**

President Vargas opened the meeting to public comments.

There were no public comments presented.

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.

**Adjourn Meeting**

Trustee Hernandez made a motion to adjourn the meeting at 4:12 p.m. Trustee Salvino seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustee Salvino, Secretary Carroll, Trustee Grazzini, Esposito and Hernandez. Nays: None. Motion carried.

---

Secretary