



MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, JANUARY 9, 2023
5:00 P.M.

President Vargas called the meeting to order at 5:05 p.m.

Roll Call

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

The Pledge of Allegiance was recited.

Minutes

Trustee Hernandez made a motion to accept and place on file the December 12, 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 Esposito, Hernandez, Grazzini and Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

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

Bills

Secretary Carroll made a motion to pay the December 2022 bills as presented and place one file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting



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

Salaries

Trustee Esposito made a motion to pay the December 2022 salaries 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, Hernandez, Grazzini and Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Administrative Director's Report

Library Director Sandra Tomschin reported the following updates as noted below.

Covid-19

There were no confirmed cases reported since the last meeting. They continue to sanitize their areas regularly to protect the staff and patrons.

Community Development Block Grant (CDBG)

The HVAC Rooftop Unit Project has started. It has been very exciting watching the units be lifted to the rooftop with a large crane, which was never witnessed before by the community. The library was closed momentarily due to an opening on the roof that caused some debris to fall into the library, but overall all library operations have not been interrupted. The rooftop units have now been installed and waiting on the installation of the emergency generator system. Fine tuning of the HVAC system and the installation of the UV lights are also pending completion and anticipated to be completed by the next meeting. The first reimbursement for the project was requested.

On the agenda there are two architectural proposals for their approval. These are for the CDBG funded Quiet Room and Maker's Space Construction Projects. The Maker's Space Project will be subsidized in part with the remaining funding from the State of Illinois Grant that was just received.

Work has also started on refreshing the Youth Services Department per the grant received from the state. This would include installing kitchen cabinets and a double sink in the Arts and Crafts room. This project would not only refresh to space visually, but also create a usable work space to host more in-person events in the room. Upon completion, the next step is to move into the main area of Youth Services with new furniture, installation a "nook" space for autism and create the sensory wall of a parent-tot area.



Administrative

The Spanish Collection has been relocated to the she shelves outside of Circulation, which will place the collection in the front of the library. The employees in Circulation did an amazing job making the space and relocating the collection. The maintenance staff also did a great job with the dismantling and clean up.

The shelving system where the Spanish Collection was located has been dismantled in preparation for the Maker's Space Construction Project.

A committee meeting will need to be scheduled to review the internal library policies consisting of room rental, patron policies, etc. It was recommended to implement fees for the usage of rooms and any fee waivers requests be presented for Board approval. This would assist in bringing in revenue to a "fine-free" environment. The library is well maintained and equipped with technology that can accommodate large groups.

Katrina Harris has started as the Business Manager and was very excited to be here and hoped to be a valuable asset to the community. She was very thankful for the opportunity that was extended to her. They will begin to coordinate and work on Per Capita Grant Application and the Annual IPLAR Report.

Outreach

Since the last meeting, they continued with the Christmas Cookie Decorating Classes, which was very well attended.

The library also granted many children's wishes through the "Letters to Santa" Program. Special thanks to Edgar Montiel from the Boys Club for his large donation of new books and also to Luis Ortiz from Remax for a generous donation of toys. These donations and some library purchasing allowed for the library to provide gifts specifically requested to the children. Christmas is a time for giving and the library continues to provide to the community and continue to build partnerships.

Audit

The audit for fiscal year 2020 continues and there has not been an update since the last meeting.



ALA Conference

The Trustees who are attending the ALA Conference in New Orleans will receive a form to complete and submit for reimbursement of eligible expenses incurred for the duration of the conference.

President Vargas asked about the donated items that were given to the children.

Library Director Sandra Tomschin responded that approximately 40 children were the recipients of the donations.

President Vargas said he was happy and please to see all the wonderful things happening as noted in the report and was thankful for the support that had been provided by the Community Development Block Grant (CDBG).

He introduced Mr. Tom Tomschin, Executive Director of CDBG Program, who was in attendance.

Mr. Tomschin received a warm welcome. He also indicated as noted in the report, the reimbursement was requested and he presented the library with a check in the amount of \$ 229,258.70 for the first payment.

President Vargas thanked Mr. Tomschin for the support the library has received from the CDBG.

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

Department Reports

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

Vice-President Godinez made a motion to accept the reports for the Technical Services Department for the month of January 2022 as presented and place on file. Secretary



Carroll seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

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

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

Correspondence

There was none presented.

Unfinished Business

There was none presented.

New Business

Vice-President Godinez made a motion to approve the Architectural Consulting Proposal from Lukasik Associates, Ltd. for the design and management of the proposed Quiet Rooms Construction Project. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Trustee Hernandez made a motion to approve the Architectural Consulting Proposal from Lukasik Associates, Ltd. for the design and management of the proposed Maker's Space Room Construction Project. Secretary Carroll seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.



Public Comments

There were none presented.

Adjourn into Executive Session

There was no need to adjourn into Executive Session.

Informational Item

President Vargas announced that the next regularly scheduled Board Meeting would be held on Monday, February 13, 2023 at 5:00 p.m. at the Cicero Public Library.

Prior to adjourning, President Vargas requested that a more professional greeting etiquette should be shown by the security guard on duty. He didn't appreciate the greeting he received and noted that it was unacceptable. Library Director Sandra Tomschin responded that she will contact Gamma Security and inform the that the expectation is that all security guards exhibit professionalism when they are working at the library.

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 5:26 p.m. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Esposito, Hernandez, Grazzini and Carroll. Nays: None. Absent: Trustee Salvino. Motion carried.

Secretary