



MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, MARCH 13, 2023
5:00 P.M.

President Vargas called the meeting to order at 5:20 p.m.

Roll Call

In the absence of Secretary Maureen Carroll, Trustee Mary Hernandez called roll. The following Trustees were present: President Ismael Vargas, Vice-President Fernando Godinez, Trustees Rosemarie Esposito, Anthony Grazzini and Mary Hernandez. Absent: Secretary Maureen Carroll and 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 Esposito made a motion to accept and place on file the February 13, 2023 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, Grazzini and Hernandez. Nays: None. Absent: Trustee Salvino and Secretary Carroll. Motion carried.

Bills

Vice-President Godinez made a motion to pay the March 2023 bills as presented and place one 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: Secretary Carroll and Trustee Salvino. Motion carried.



Salaries

Trustee Grazzini made a motion to pay the February 2023 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, Grazzini and Hernandez. Nays: None. Absent: Secretary Carroll and Trustee Salvino. Motion carried.

Administrative Director's Report

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

Covid-19

There were two 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 Contractor would be visiting the library on March 14, 2023, to work on completion of the CDBG-CV HVAC Replacement Project. A meeting was held with the architect to review designs of both the Quiet Room and the Maker's Space Room. Bidding was planned to be published and performed in late March or early April, with the construction anticipated to be in the summer 2023.

Budget

A meeting was held with Arturo, from the town's Finance Department. They reviewed preliminary numbers for the 2023 budget. The library is expected to operate at a deficit, due to the increase in construction projects. It was also noted that the property tax revenue appeared to be less than previous years. Once the construction projects are completed, the library's finance operations will need to be reviewed to explore options for increasing the library's revenue, while researching grant funding opportunities to help offset costs.

Administrative

On the agenda for their approval was the recommendation for the revised Room Rental Policy. It was suggested to charge an hourly rate to increase revenue for the library. The library has received many requests for the use of the meeting rooms, therefore, it



was important to have a policy in place for the use of these spaces. All groups or organizations will have the option to request a waiver for the rental fees. A committee meeting will need to be scheduled to review and update all the library's internal policies accordingly.

The IPLAR Report was completed and thanked all the department heads for their assistance with the gathering of all required data for the report.

The Per Capita Grant Application was confirmed to have been received by the state and was in the processing status.

Program planning was underway for the 2023 Calendar of Events and looked to continue the Ice Cream Social, Pet Parade and other well-attended programs.

Audit

The 2020 Audit was completed and available for review. The auditors are planning to begin the 2021 Audit soon and Library Director Tomschin will correlate with them during the auditing process.

Library Director Tomschin asked the Trustees if they had any questions.

President Vargas asked for the Finance Report that was submitted prior to the approval of the budget for Fiscal Year 2023. He asked that a meeting be scheduled with Arturo to review the budget. Library Director Tomschin also noted that the library would be making some adjustments in purchasing, maintenance, cleaning and projects to decrease spending.

President Vargas noted that as the room policy was presented. He indicated he was in concurrence with the amended policy, however, wanted to make sure that all the Trustees were aware of who was requesting usage of the library's meeting rooms.

Trustee Grazzini commented that the amended policies are feasible for the library. He noted that other entities charge a fee, which helps with the maintenance of the room, but also noted that a fee waiver can be requested.

Library Director Tomschin also noted that other entities are charging fees for room rental and noted the importance of the library collecting revenue.



Trustee Esposito asked about the provider for the ice cream social, Rainbow Cone. Library Director Tomschin responded that last year this event was instrumental in registering 1,500 new library card holders.

Trustee Grazzini made a motion to accept the Library Director's Report as presented, pending the presentation of the budget for fiscal year 2023. 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: Secretary Carroll and Trustee Salvino. Motion carried.

Department Reports

Trustee Esposito made a motion to accept the reports for the Circulation Department for the month of March 2023 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: Secretary Carroll and Trustee Salvino. Motion carried.

Trustee Hernandez made a motion to accept the reports for the Technical Services Department for the month of March 2023 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: Secretary Carroll and Trustee Salvino. Motion carried.

Trustee Grazzini made a motion to accept the reports for the Reference Department for the month of March 2023 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: Secretary Carroll and Trustee Salvino. Motion carried.

Trustee Esposito made a motion to accept the reports for the Youth Services Department for the month of March 2023 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: Secretary Carroll and Trustee Salvino. Motion carried.

Correspondence

There was none presented.



Unfinished Business

There was none presented.

New Business

President Vargas asked the Trustees to review the amended “Event Permission/Room Rental Policy and “Room Usage Application”. He asked if they were all in consensus with the changes and they were.

Trustee Esposito made a motion to approve the Amended “Event Permission/Room Rental Policy and “Room Usage Application” for the Cicero Public Library 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: Secretary Carroll and Trustee Salvino. Motion carried.

Public Comments

There were none presented.

Adjourn into Executive Session

Vice-President Godinez made a motion to adjourn from Open Session and go into Executive Session at 5:40 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: Secretary Carroll and Trustee Salvino. 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, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee that is subject to the Local Government Wage Increase Transparency Act may not be closed and must be open to the public. 5 ILCS 120/2 C (1).



Reconvened to Open Session

Vice-President Godinez made a motion to reconvene to Open Session at 5:53 p.m. 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: Secretary Carroll and Trustee Salvino. Motion carried.

Informational Item

President Vargas announced that the next regularly scheduled Board Meeting would be held on Monday, April 10, 2023 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Trustee Hernandez made a motion to adjourn the meeting at 5:55 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: Secretary Carroll and Trustee Salvino. Motion carried.

Secretary