

MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES  
OF THE CICERO PUBLIC LIBRARY HELD VIRTUALLY AT THE  
CICERO PUBLIC LIBRARY ON  
MONDAY, JANUARY 10, 2022

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

President Vargas also noted that Due to Covid-19, the board meeting will also be held via conference call. Please call 605-313-4488 (Access Code 674603). Public comments can be sent prior to the conference call board meeting via email to [stomschin@cicerolibrary.org](mailto:stomschin@cicerolibrary.org) by 3PM the day of the meeting. These emails will be read during the public meeting. If calling into the phone conference board meeting, then public comments will be taken during public comment”.

**Roll Call**

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

The Pledge of Allegiance was recited.

President Vargas asked for a moment of silence due to the recent passing of Town Trustee Larry Banks.

**Minutes**

Trustee Hernandez made a motion to accept and place on file the December 6, 2021 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 Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

**Bills**

Trustee Hernandez made a motion to pay the December 2021 bills as presented. Secretary Carroll seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

## **Salaries**

Trustee Grazzini made a motion to pay the December 2021 salaries as presented. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

## **Administrative Director's Report**

Library Director Sandra Tomschin reported that currently the state of Illinois is in a surge of the virus. The holiday season has appeared to have added to the spread. The library was forced to close early on January 6-7, 2022 due to staff shortages caused by employees in isolation or quarantine. She noted that 13 employees were out between December 15, 2021 and January 7, 2022.

The report in their packet noted that she provided the updated guidance from the CDC related to isolation/quarantine periods. The CDC recommended a shorter quarantine time of 5 days provided there are no symptoms. The CDC has examined the safety data and has determined that a shorter isolation time is appropriate and safe, as long as masking continue and there are no symptoms. She asked the Trustees if they would like to adopt the new updated guidelines for the shortened quarantine time period. library.

She noted there was not a Reference Report this month, due to Ms. Pat Conroy being out on vacation and quarantine. She also noted that the library continues to enforce the masking mandate, social distancing and continued sanitization.

## **Community Development Block Grant**

She noted she would be meeting with the Town Engineer and architect to ensure the roof replacement and HVAC Projects continue to move forward.

## **100-Year Anniversary**

Library Tomschin reported that the 100-year anniversary was over and was grateful to have been a part of the fantastic events that were held to commemorate this amazing milestone. She congratulated the Trustees and thanked them for their continued support and the hours they voluntarily serve to the community.

## **Human Resources**

Library Director Tomschin reported that effective January 1, 2022, minimum wage was increased to \$ 12.00 an hour. She reviewed the first draft of the Employee Manual that was prepared by Julie Diemer. She indicated she would have a draft ready for them for the next meeting,

## **5-Year Strategic Plan**

Library Director Tomschin noted that the 5-Year Strategic Plan that was presented to them at the last meeting, was in the process of being finalized.

## **Per Capita Grant**

Library Director Tomschin reported that she submitted the 2022 Per Capita Grant Application and was waiting for their review.

There was a discussion that prior years back, all of the employees pay schedule was adjusted to the appropriate pay scale. President Vargas asked Library Director Tomschin to please look into this before a change is made.

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

## **Department Reports**

Trustee Hernandez made a motion to accept the reports for the Circulation Department for the month of December 2021 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 Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

Vice-President Godinez made a motion to accept the reports for the Technical Services Department for the month of December 2021 as presented and place on file. Trustee Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

Trustee Grazzini made a motion to accept the reports for the Youth Services Department for the month of December 2021 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 Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

## **Correspondence**

President Vargas read an email that he received from a staff member, Diana Rocha, to both his library email and his work email. The staff member also left a voicemail on his office phone. In Ms. Rocha's email, she expressed concern of covid exposures that staff is being subjected to. She also talked about staff shortages that resulted in the library closing early. Ms. Rocha also discussed the Kankakee Library's hours model

when there is a staff shortage and asked if perhaps a meeting would be necessary with the Boards to further discuss this concerning issue. She also noted she spend some time connecting with other libraries who have closed due to staff shortages and also noted that RAILS does provide a listing of libraries who have closed and have shifted to curbside pickup. In closing she noted that based on her calculations, the Cicero Public Library was down approximately 30% in staff. She also included in her email information about other libraries who have closed.

President Vargas asked the Trustees for their comments. Trustee Grazzini noted that the following is following all procedures per the CDC guidelines and have all receive phone calls from the Library Director Tomschin to update them on the staffing issues. He noted that the numbers in the reports show that the library is an active resource for the community and that the library is doing well. Staff getting sick doesn't necessarily mean they got sick at the library. He also noted that he didn't understand why Kankakee Library was referenced, as it is located several counties away. Trustee Grazzini noted that he didn't think the library was putting anyone at risk. He also noted that the library serves as a warming center. Library Director Tomschin noted that she thought the library was overstaffed and didn't think that closing the library would solve the pandemic. Library Attorney Matt Byrne also noted that he has not seen a lot of closures and the library has continued to follow all the proper guidelines as set forth by the CDC and continued to offer the services to the community. Trustee Hernandez also commented that the Governor has not called an Executive Order to shut down, therefore the library has continued to stay open.

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

### **Unfinished Business**

Trustee Grazzini made a motion to approve the 5-Year Strategic Plan as presented. Trustee Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

### **New Business**

There was a discussion of the library should purchase covid tests to administer to staff. Upon further discussion of the Trustees, it was the consensus for the library not to purchase tests, as the there are many resources in the community for people to get tested.

Trustee Grazzini made a motion to adopt the new CDC Guidance on Covid-19 for 5-day Isolation/Quarantine instead of 10 days as presented. Trustee Hernandez seconded

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

### **Executive Session**

There was no need for an Executive Session

### **Public Comments**

Diana Rocha, Reference Desk in the Cicero Public Library, presented her concerns about the sudden closing of the library if there continues to be staff shortages. She also noted that she wanted to clarify on the Berwyn Public Library and Oak Park Library as they didn't have staff shortages, therefore they didn't need to close.

President Vargas announced that the next regularly scheduled Board Meeting would be held on Monday, February 14, 2022 at 5:00 p.m. at the Cicero Public Library.

### **Adjourn Meeting**

Trustee Hernandez made a motion to adjourn the meeting at 5:44 p.m. Vice-President Godinez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Godinez, Trustees Hernandez, Grazzini and Secretary Carroll. Nays: None. Absent: Trustees Esposito and Salvino. Motion carried.

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Maureen Carroll, Secretary