



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 8, 2024
5:00 P.M.

President Ismael Vargas called the meeting to order at 5:12 p.m.

Roll Call

Secretary Mary Hernandez called roll. The following Trustees were present: President Ismael Vargas, Vice-President Anthony Grazzini, Trustees Rosemarie Esposito, Mario Castaneda, Alfonso Vega and Secretary Mary Hernandez. Also present were Library Director Sandra Tomschin, Library Board Attorney Matt Byrne and Recording Secretary Maria Salinas.

The Pledge of Allegiance was recited.

President Vargas wished everyone a happy new year.

Minutes

Secretary Hernandez made a motion to accept and place on file the December 11, 2023 Regular Meeting Open Session Minutes as presented. Vice-President Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Trustee Esposito made a motion to accept and place on file the December 11, 2023 Regular Meeting Closed Session Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.



Vice-President Grazzini made a motion to accept and place on file the December 19, 2023 Special Meeting Open Session Minutes as presented. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Bills

Trustee Esposito made a motion to pay the January 2024 bills as presented and place on file. Vice-President Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Salaries

Secretary Hernandez made a motion to pay the December 2023 salaries as presented and place one file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Administrative Director's Report

Library Director Sandra Tomschin reported the following updates.

Community Development Block Grant and Construction

The construction continues with the Maker's Space project and is nearing completion.

Administrative

The process has begun to apply for the Per Capita Grant. Part of the process requires trustees to review the book *Serving our Public 4.0: Standards for Illinois Public Libraries*. A new requirement is a certification of our Book Ban Policy which was formally approved last month.

We must also be meeting, or working toward meeting all standards listed in the book. Some standards that were identified that will be continuing to meet:

- Develop a Performance Review of the library Administrator



- Review and update job descriptions, salary schedules and employee performance appraisal system.
- Develop an inventory of all library facility systems, maintenance schedules, contracts, etc., in electronic format to be accessed by key employees remotely.
- Evaluate Youth Services programming.
- Programming for people with disabilities, including autism
- Update website.

Audit

There is no update.

Standing Committees

- Finance Committee – Ismael Vargas and Mario Castaneda
- Personnel Committee – Anthony Grazzini and Rose Marie Esposito
- Policy Committee – Ismael Vargas and Anthon Grazzini
- Building & Grounds Committee – Alfonso Vega and Mario Castaneda
- Programs Committee – Mary Hernandez and Rose Marie Esposito

Based upon the standards, need to work toward meeting, as well as current events in the library. Recommending that the Policy and Personnel Committees meet to discuss and finalize the following:

- Updated job descriptions, salary schedules and performance appraisal tool for library employees, including the library director (Personnel Committee).
- Updated internal operations policies and patron policies (Policy Committee).

The other committees can meet as needed or establish a schedule.

Library Events

Library Director Sandra Tomschin thanked the Trustees for their continued support for the community. She thanked President Vargas, Secretary Hernandez, Trustees Esposito, Castaneda and Vega for assisting Mr. and Mrs. Claus in visiting the young boy who had written a letter to Santa and for helping to deliver gifts to him and his family.

Library Director Tomschin wished everyone a happy new year and said she looked forward to a busy 2024 filled with many events, new programs and special events for Cicero.



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

Department Reports

Vice-President Grazzini made a motion to accept the reports for the Circulation Department for the month of December 2023 as presented and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Trustee Castaneda made a motion to accept the reports for the Technical Services Department for the month of December 2023 as presented and place on file. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Trustee Esposito made a motion to accept the reports for the Reference Department for the month of December 2023 as presented and place on file. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Trustee Castaneda made a motion to accept the reports for the Youth Services Department for the month of December 2023 as presented and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Correspondence

Library Director Tomschin read correspondence received via email from Carenthia Williams thanking Mr. and Mrs. Claus for wonderful gifts that her son King McIntosh received. She was very appreciative and thanked the library from the bottom of her heart.

President Vargas asked the Trustees to come together, when they can, and understands that everyone has busy schedules, to bring awareness and make things happen in the community and perhaps bring Mr. & Mrs. Claus to the library next year. He also noted that he wasn't able to attend the Mr. & Mrs. Claus event as he was also delivering gifts to community residents with the local fire departments on this same day.



Secretary Hernandez made a motion to nominate Mr. & Mrs. Claus to host a Christmas event at the library. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Trustee Castaneda also noted to partner with local stores, like Walmart, to host a holiday event for the community. Library Director Tomschin indicated she would look into it.

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

Unfinished Business

There was none to report.

New Business

Review of Serving Our Public 4.0: Standards for Illinois Public Libraries

Trustee Esposito made a motion to place on file the review of the book *Serving Our Public 4.0: Standards for Illinois Public Libraries* as noted. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Motion carried.

Public Comments

There were none presented.

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, February 12, 2024 at 5:00 p.m. at the Cicero Public Library.



Adjourn Meeting

Secretary Hernandez made a motion to adjourn the meeting at 5:30 p.m. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: Motion carried.

Secretary