



MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, FERUARY 14, 2024
5:00 P.M.

President Ismael Vargas called the meeting to order at 5:08 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.

Minutes

Secretary Hernandez made a motion to accept and place on file the January 8, 2024 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.

Vice-President Grazzini made a motion to accept and place on file the January 29, 2024 Special Meeting Open Session Minutes as presented. 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.

Secretary Hernandez made a motion to accept and place on file the January 29, 2024 Special Meeting Closed 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 Vega made a motion to pay the January 2024 bills 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.

Salaries

Secretary Hernandez made a motion to pay the January 2024 salaries as presented and place one 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.

Administrative Director's Report

Library Director Sandra Tomschin reported the following updates.

Community Development Block Grant and Construction

The construction continued with the Maker's Space Project and anticipate completion by the end of the month. Plans will be made to have a ribbon cutting event for the Maker's Space and the Quiet Rooms.

Administrative

- The application for the Per Capita Grant has been submitted to the Secretary of States.
- The annual workers' comp audit from the insurance broker has been completed.
- Numerous applications received for multiple open part-time positions in the library. The positions will need to be filled to train new employees and continue to deliver services to patrons. The interview process will begin shortly.
- Permission is being requested to post for the following positions on the website and social media platforms.



- IT Reference Technician – responsible for managing the computer lab, library website and social media accounts. This would be a newly created position who can also assist with simple technology tasks.
- Two Reference Librarians – to fill two vacant positions due to resignations.

Audit

The 2021 audit has been completed. Letter of Engagement is on the agenda for approval to begin 2022 audit process.

Standing Committees

I am looking forward to start meeting regularly with the standing committees. The process for the scheduling of these meetings will be geared to provide a feasible time for the Trustees. She noted the personal committee met briefly prior to the meeting.

President Vargas asked that once the date for the ribbon cutting has been established, to share it with Trustees to ensure everyone has it on their schedule.

President Vargas asked about the new IT position that is being proposed.

Library Director noted it was discussed with the personnel committee.

Secretary Hernandez shared her idea about this position and suggested to have a contractor who would be paid for their time when covering the library events and posting on the social media platforms. It was noted that this person would be an at will employee without benefits.

Vice-President Grazzini discussed his concerns about posting and suggested that the person worked closely with Library Director Tomschin to ensure the social media postings adhere to the guidelines of the library's policies.

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

Trustee Vega made a motion to accept the reports for the Circulation Department for the month of January 2024 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.

Secretary Hernandez made a motion to accept the reports for the Technical Services Department for the month of January 2024 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 Youth Services Department for the month of January 2024 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 Vega made a motion to accept the reports for the Reference Department for the month of January 2024 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.

Correspondence

Library Director Tomschin read correspondence received via email from Ivan Cousino of Troop 301 for his "Ivan's Toy Drive Eagle Project. He thanked the library and their support for the many donations received for his project. He noted that he received more than 200 toys which helped the communities of Cicero and Berwyn during the holiday season.

Vice-President Grazzini 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

Room Rental Fee Waiver Request from All our Kids Network for February 26, 2024, 9: 00 a.m. -1:00 p.m. for a Parent Café Event.



Trustee Vega made a motion to approve the Room Rental Fee Waiver Request from All our Kids Network for February 26, 2024, 9: 00 a.m. -1:00 p.m. for a Parent Café Event as noted. 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.

Room Rental Fee Waiver Request from Cobbler College for March 12 and 14, 2024, 5:30 p.m. – 7:30 p.m. for a shoe making class

Secretary Hernandez made a motion to approve the Room Rental Fee Waiver Request from Cobbler College for March 12 and 14, 2024, 5:30 p.m. – 7:30 p.m. as noted only for Cicero residents. 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.

Authorize Library President to approve Letter of Engagement with Lafayette Linear, CPA, LLC to perform the FY2022 Audit

Vice-President Grazzini made a motion to Authorize Library President to approve Letter of Engagement with Lafayette Linear, CPA, LLC to perform the FY2022 Audit. 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.

Public Comments

There were none presented.

Adjourn into Executive Session

Vice-President Grazzini made a motion to adjourn into Executive Session at 5:35 p.m. 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.

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5ILCS 120/2(c) (3).



Reconvened to Open Session

Trustee Esposito made a motion to reconvene to Open Session at 5:53 p.m. 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.

Informational Item

President Vargas announced that the next regularly scheduled Board Meeting would be held on Monday, March 11, 2024 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Trustee Vega made a motion to adjourn the meeting at 5:53 p.m. 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.

Secretary