



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 11, 2024
5:00 P.M.

President Ismael Vargas called the meeting to order at 5:09 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.

Oath of Office for Appointed Library Trustee Rosalba Raygoza

President Vargas administered the Oath of Office to newly appointed Library Trustee Rosalba Raygoza.

Trustee Raygoza was congratulated and welcomed by Library Director Sandra Tomschin and all Trustees.

Minutes

Secretary Hernandez made a motion to accept and place on file the February 12, 2024 Regular 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Trustee Vega made a motion to accept and place on file the February 12, 2024 Regular Meeting Closed 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.



Bills

Trustee Vega made a motion to pay the March 2024 bills 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Salaries

Trustee Esposito made a motion to pay the February 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, Raygoza 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 invited all the Trustees to see how the construction has progressed. She noted there were two Change Orders that on the agenda for their approval this evening as noted below:

- Painting a portion of the teen room, patching and painting the computer lab. This work would allow for a complete refresh of the areas that are combined with the construction area.
- Relocation of two cabinets and additional countertop, which was due to an oversight of large printers. Plans were developed prior to the purchase of equipment, which didn't fit in the designated space. The 3D printer and laser cutter will be relocated in the room and a countertop will be added to retain storage.

Administrative

- The Illinois Performance Annual Evaluation Report (IPLAR) has been submitted. She thanked all department heads and employees who helped with their department-specific information.
- Working on the process for the Library's Annual Certification and recommended approval on the Non-Resident Library Card Ordinance, which was on the agenda for



their approval. The ordinance was not applicable to the library, but must still comply with board action. Notification will be made to Rails as part of the annual certification.

- Shelves that were removed near the Maker's Space were used to add to the Historical Room to increase storage and create a more organized space. She invited the Trustees to view the updated space.

Audit

There was nothing new to report.

Budget

The finalized budget for the FY2024 was anticipated to be ready for review and approval at the next meeting in April.

Decennial Committee

Library Attorney Matt Byrne provided an update and briefed the Trustees of what the Decennial Committee entailed and the guidelines to follow. He noted that reports would need to be submitted to the state to be in compliance. He noted the committee would need to consist of all elected officials, Library Director Tomschin and two community residents and the process should start within the next few months.

Secretary Hernandez asked about the process for selecting two community residents and if posting was necessary.

Library Attorney Matt Byrne responded that posting was not required, the selection would be at their discretion. He also disseminated a draft of the report to the Trustees for their familiarization

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

Department Reports

Trustee Esposito made a motion to accept the reports for the Circulation Department for the month of February 2024 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.



Trustee Esposito made a motion to accept the reports for the Technical Services Department for the month of February 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Secretary Hernandez made a motion to accept the reports for the Reference Department for the month of February 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Trustee Vega made a motion to accept the reports for the Youth Services Department for the month of February 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Vice-President Grazzini asked about the free style “pop-up” store give away and if a permit was needed to hold this event.

Library Director Tomschin noted that this pop-up event will be free to provide clothes to the community residents in need that would be held on April 13, 2024. President Vargas asked her to prepare a letter for the Clerk’s Office to ensure if a permit would be needed for this event. There was also a discussion to have the Community Task Force to assist with anticipated crowds and traffic.

Correspondence

There was none presented.

Unfinished Business

Decennial Committee Update and Appointments.

Trustee Esposito made a motion to accept the Decennial Committee Update and Appointments as informational. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Motion carried.



New Business

The Trustees asked for clarification on the non-resident library card participation.

Library Attorney Matt Byrne responded that anyone who has a library card under SWAN, can check out books at any participating library. It was clarified that library cards would only be issued to those residents who established residency in Cicero. Library Director Tomschin also noted that this is an ordinance that needs to be approved on an annual basis for the state.

Ordinance relative to non-resident library card program participation

Secretary Hernandez made a motion to Approve Ordinance relative to non-resident library card program participation 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Approve Change Order #1 with YAD Construction LLC to include patching and painting of a portion of the Teen Room and Computer Lab

Secretary Hernandez made a motion to Approve Change Order #1 with YAD Construction LLC to include patching and painting of a portion of the Teen Room and Computer Lab. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Approve Change Order #2 with YAD Construction LLC to include removal and relocation of 2 cabinets and additional countertop in Maker's Space Room

Trustee Castaneda made a motion to Approve Change Order #2 with YAD Construction LLC to include removal and relocation of 2 cabinets and additional countertop in Maker's Space Room. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza 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, April 8, 2024 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Secretary Hernandez made a motion to adjourn the meeting at 5:38 p.m. Vice-President Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

Secretary