



MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, APRIL 8, 2024
5:00 P.M.

President Ismael Vargas called the meeting to order at 5:06 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, Rosalba Raygoza 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

Trustee Esposito made a motion to accept and place on file the March 11, 2024 Regular Meeting Open Session Minutes as presented. 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.

Bills

Trustee Raygoza asked about the bills that are being presented for approval. She asked if they receive a copy of the bills being paid. Library Director Tomschin responded that copies of the bills are available in a binder for their review.

It was discussed that the entire itemized bill packet will be made available during the board meeting should there a bill inquiry.

Trustee Raygoza made a motion to pay the April 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.



Salaries

Trustee Castaneda made a motion to pay the March 2024 salaries 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.

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, which they did. She noted the projects were nearing completion.

Administrative

- A grant application was submitted, with the help of Cristian and Eric in the Circulation Department, to the Secretary of State for the Maker's Space. If approved, the grant would help fund the weekly classes, for school age children and adults in the space hosted by the library and would also help pay for staff salaries and class materials.
- The library is still several employees short in two departments, which were the Reference and Youth Services. All staff were thanked for working and collaborating together to ensure the delivery of high quality to the patrons. They will continue to look for qualified candidates to fill these positions. There was a need to hire a "storyteller" who can focus on growing the Storytime Program and expand the Summer Reading Program. The new employees in the Youth Services Department are learning the department functions and was hopeful they would be successful. The Youth Services Department is in the process of being cleaned up and checking on inventory supplies.
- The computers in the Computer Lab are being upgraded to keep up with the growing technology trends in the neighboring communities.
- The computers that are currently in the lab will be cleaned, tested and installed in other locations in the library for increased access to technology, especially in the Youth Services Department.



Audit

There was nothing new to report.

Decennial Committee

- Our Decennial Committee will continue to meet on a monthly basis prior to the regular board meeting until all pending items are completed from the checklist. The checklist was lengthy, but would help to improve the library's services, operations and policies. All public members were thanked for taking time to participate in the committee.

Budget

At the last board meeting, the Town of Cicero approved the 2024 Annual Budget. The library's portion of the budget was included in the board packet for the Trustee's review and approval. The budget reflected a reduction in spending compared to last year. This was due to no CDBG grants or major construction projects scheduled. The current major projects were able to be completed without increasing taxes. It was anticipated that the library would receive \$2,150,000.00 in revenues the expenditures were projected to being \$2,128,000.00, with 82% of the revenue coming from property taxes and 59% of the expenditures were due to staff salaries and benefits.

The budget was being recommend for approval and thanked the Trustees for their support.

Programs

There were several successful programs and outreach events since the last meeting as noted below.

- Parent University Table Outreach
- Easter Egg Basket Contest
- Seed Library Kick Off and Water Plant Project
- Easter Gingerbread Houses
- Eclipse Glasses Giveaway, over 2,000

The summer program planning was underway. An In-Service for staff is scheduled for June and the topic would include diversity, equity and inclusion.

Trustee Esposito asked about the hiring of a storyteller.



Library Director Tomschin responded that she wanted to hire a storyteller for the week of the young child, and several other days while the new employees adjust and get comfortable with story time.

There was a discussion how the storyteller would be paid and it was noted that the person would be contracted only for this task. Library Attorney Byrne noted that the process would be to contract someone for the storyteller time.

Library Director Tomschin noted that the person anticipated for hire used to do the story time for the library. She was paid \$100.00 for two hours. She noted that she wanted the new staff in the Youth Services Department to learn from this person and eventually do the story time on their own.

Library Director Tomschin also encouraged the Trustees to participate in the story time.

Upon further discussion, it was the consensus for a contract to be drafted for the storyteller that would delineate the fees for her storytelling services.

Trustee Vega made a motion to accept the Library Director's Report as presented and place on file. Trustee Castaneda 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

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

Vice-President Grazzini made a motion to accept the reports for the Technical Services Department for the month of March 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, Raygoza and Secretary Hernandez. Nays: None. Motion carried.

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

There was no Youth Services Report presented.

Correspondence

There was none presented.

Unfinished Business

Library Director Tomschin briefed the Trustees on the upcoming events at the library as noted below.

- Free Clothing Pop Up, April 13, 2024, 12:00 p.m. – 2:00 p.m.
- State Assistance Programs, April 17, 2024, 12:00 p.m. – 5:00 p.m.
- Royal Tea Party, April 24, 2024 at 10:30 a.m. to 12:00 p.m. and 4:00 p.m. – 5:00 p.m.

President Vargas asked about any programming event for the Day of the Child

Library Director Tomschin indicated that there will be games planned for the young children to honor this day. President Vargas noted that the library needs to host more inviting events that would attract more community members. He asked the Trustees to help support the library director to reach this goal and promote the library more on social media.

Library Director Tomschin noted that she wants to promote the library and have programming, which is why she wanted to hire the storyteller. She asked the Trustees to have confidence in her leadership. She also said she worked in Early Childhood Education for 16 years and taught crafts, did story time, and developed programming. This is where she developed a lot of experience and noted she knows how to start programming that can help engage the community.

Vice-President Grazzini noted the Trustees are appreciative of all her efforts and just asked if Library Attorney Byrne can draft a contract.

Upon further discussion, it was consensus to continue with the story time for April as planned.

Trustee Vega made a motion to approve the storyteller for 2 story sessions per month, at \$100.00 per session, for the next 3 months for a total of 6 story sessions. 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 Raygoza noted that Library Director Tomschin was doing a wonderful job as the library director.

Trustee Castaneda also said that since Library Director Tomschin took over the library, it has been more inviting to the community and quote as saying “ let there be light”.

New Business

Approval of Fiscal Year 2024 Budget for the Cicero Public Library

Trustee Castaneda made a motion to approve the 2024 Budget as presented. 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.

President Vargas noted that he is removing himself from participation in the American Library Association Annual Conference and Exhibition in San Diego from June 27-July 2, 2024 and would be responsible for any penalties that may have incurred.

Approve Registration, Hotel and Travel Expenses for Library Vice-President Anthony Grazzini, Library Secretary Mary Hernandez and Library Trustees Rose Marie Esposito, Mario Castaneda and Rosalba Raygoza, for the American Library Association Annual Conference and Exhibition in San Diego from June 27 through July 2, 2024.

Trustee Esposito made a motion to approve Registration, Hotel and Travel Expenses for Library Vice-President Anthony Grazzini, Library Secretary Mary Hernandez and Library Trustees Rose Marie Esposito, Mario Castaneda and Rosalba Raygoza, for the American Library Association Annual Conference and Exhibition in San Diego from June 27 through July 2, 2024. 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.

Discussion – Verseti request for the Cicero Public Library to host a Blood Drive

Trustee Vega made a motion to approve the request for Verseti to host a Blood Drive at the library, with the date pending. 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.



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, May 13, 2024 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Secretary Hernandez made a motion to adjourn the meeting at 6:00 p.m. 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.

Secretary