



MINUTES OF THE SPECIAL MEETING OF THE LIBRARY BOARD OF TRUSTEES  
OF THE CICERO PUBLIC LIBRARY HELD AT THE  
CICERO PUBLIC LIBRARY ON  
MONDAY, JULY 22, 2024  
5:00 P.M.

President 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 Mario Castaneda, Rosalba Raygoza and Secretary Mary Hernandez. Absent: Trustees Rosemarie Esposito and Alfonso Vega. Also present were Library Director Sandra Tomschin and Board Attorney Matt Byrne.

The Pledge of Allegiance was recited.

Secretary Hernandez made a motion to deviate from the agenda and move Item 6 a, *Unfinished Business* to be placed before the Administrative Director's Report. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

**Unfinished Business**

Authorize Library Director to enter into agreement with Gamma Team Security, Inc. for Security Services

Library Director Tomschin briefed on the proposed 3-year contract from Gamma Security. She noted that Mr. Wolf Iklov was present to further discuss the proposed agreement. Mr. Iklov briefed noted that his company has provided security services to the town of Cicero for many years. He briefed the Trustees on his current officers that he has available and said they can provide their services as needed to ensure the library is a safe environment. He asked that his officers be paid accordingly, to keep up with the inflation and the current living costs.

Vice-President Grazzini asked if the library would be responsible for any liquidated damages since the proposed contract was dated July 17, 2024. Mr. Iklov responded the



library would not be responsible for any services prior to the approval and execution of the contract.

President Vargas noted his concern about the 3-year contract. Board Attorney Matt Byrne noted there was a clause that allowed for termination of the contract before the three years.

Secretary Hernandez made a motion to approve and place on file the agreement with Gamma Team Security Services, Inc. as presented. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

### **Administrative Director's Report**

Library Director Sandra Tomschin reported the following updates.

#### Community Development Block Grant and Construction

- The construction for the Maker's Space and Quiet Room Project is now complete. All pay requests and supporting documentation were being reviewed before submitting for reimbursement with the CDBG. The date for the ribbon cutting will need to be determined.

#### Administrative

- The IMac has been ordered and once it is installed, there will be a photo opportunity in the computer lab with all the new equipment.
- Mary Queen of Heaven has requested use of the parking lot, as done in the past. They had provided their certificate of insurance.

#### Programs

- Ice Cream Social and Summer Reading Program will be on August 9, 2024 from 2:00 – 4:00 p.m.

Library Director Tomschin asked the Trustees if they had any questions.

President Vargas asked about the recent incident at the library.

Library Director Tomschin said that when she arrived to work this morning, her maintenance man, Luis, informed her that someone stole plants, water fountain and birdbath from the library's garden. The police were called and a report was made.



President Vargas recommended that a sign be posted in the area of the theft that says “you are being watched” to discourage any criminal behavior.

Library Director Tomschin briefed the Trustees on the quote she received from the IT Manager to install security cameras that are compatible with the town’s security system. President Vargas requested that she obtained three quotes to compare the costs that would be more feasible for the library.

Vice-President Grazzini 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 Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

### **New Business**

#### **Approve request from Mary Queen of Heaven to use the Library’s Parking lot on August 15-18, 2024**

Secretary Hernandez made a motion to accept and place on file the approval of the Parking Permit Request for the 17<sup>th</sup> Annual Queenship Festival for Mary Queen of Heaven on August 15-18, 2024, with them providing the certificate of insurance. Vice-President Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

#### **Potential Date for the Ribbon Cutting Ceremony for Makers Space and Quiet Rooms**

Secretary Hernandez made a motion to have the Ribbon Cutting Ceremony on August 21, 2024 at 11:00 a.m. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

### **Public Comments**

There were none presented.

### **Executive Session**

There was no need for Executive Session.



Vice-President Grazzini made a motion to add a New Business item, 7 c. Trustee Raygoza seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

### **New Business, 7 c**

Library Director Tomschin discussed the need to hire a part-time person for the Circulation Department. She noted that this would give her flexibility to move a current staff member from the Circulation Department to the Youth Services Department.

Vice-President made a motion to approve the hiring of a qualified part-time person for the Circulation Department. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

### **Informational Item**

President Vargas announced that the next regularly scheduled Board Meeting would be held on Monday, September 9, 2024 at 5:00 p.m. at the Cicero Public Library.

### **Adjourn Meeting**

Trustee Castaneda made a motion to adjourn the meeting at 5:55 p.m. Vice-President Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Vega. Motion carried.

---

Secretary