



MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, SEPTEMBER 16, 2024
5:00 P.M.

President Ismael Vargas called the meeting to order at 5:01 p.m.

Roll Call

Secretary Mary Hernandez called roll. The following Trustees were present: Ismael Vargas, Vice-President Anthony Grazzini, Trustees Mario Castaneda, Alfonso Vega and Secretary Mary Hernandez. Absent: Trustees Rosemarie Esposito and Rosalba Raygoza. 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 requested a moment of silence for the recent passing of student from Unity Junior High School, Maximiliano Hernandez.

Minutes

Secretary Hernandez made a motion to accept and place on file the June 10, 2024 Regular Meeting Open Session Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Raygoza. Motion carried.

Trustee Vega made a motion to accept and place on file the June 10, 2024 Regular Meeting Closed Session Minutes as presented. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Raygoza. Motion carried.

Secretary Hernandez made a motion to accept and place on file the June 10, 2024 Decennial Committee Meeting Minutes as presented. Vice-President Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Raygoza. Motion carried.



Vice-President Grazzini made a motion to accept and place on file the July 22, 2024 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 Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Raygoza. Motion carried.

Bills

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

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

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

Salaries

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

Trustee Vega made a motion to pay the July 2024 salaries 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 Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: Trustees Esposito and Raygoza. Motion carried.

Vice-President Grazzini made a motion to pay the August 2024 salaries as presented and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees



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

Administrative Director's Report

Library Director Sandra Tomschin reported the following updates.

Community Development Block Grant and Construction

- The construction was completed and have been reimbursed for the construction of the Makers Space and Quiet Rooms. We have also applied to transfer the balance of this grant to cover some of the shortages of the HVAC Project and the request was approved. All of the checks from the CDBG have been received and have been deposited.
- Ribbon Cutting was held on August 28, 2024 and it was a complete success. A big thank you to all Board of Trustees for your participation.

Administrative

- Summer was very busy this year. There has been an increase of publicity of programs on social media. Linda is doing a great job in leading the Youth Services Department. It is a completely different program and it has been receiving great feedback on the expanded programs and the new equipment upstairs.
- Our new and newer employees are learning quickly doing a great job. As their experiences continue, they will continue to flourish with their talent. A very special thanks to Dayana in Youth Services, who has a special talent and has been very instrumental for designing the flyers for the library, her work is outstanding.
- We were sad and devastated that our East Garden experienced a theft. The items that were taken were the birdbath, fountain planter and multiple hanging baskets and planters. A police report was filed and the picture of the offenders were posted on social media. Since the report was filed, some of the items were returned after receiving tips from community members and also from the investigation efforts of the Cicero Police Department.
- We have received our Annual Per Capita Grant from the state and the check has been deposited.



- Patty in the Reference Department received a large donation of artifacts from Klaus Restaurant that were on display in the small meeting room.

Trustee Raygoza arrived at 5:16 p.m.

- Approval is recommended for the following items on the agenda as noted below.
 - Maker Space rules, guidelines and forms.
 - Agreement with Cook County for the EV Charging Stations.
 - Renewal of Strategic Plan for 2 more years until 2026. This would make it a full 5-year plan to allow for more time to accomplish the goals as outlined. Part of the Strategic Plan was the Decennial Committee and increasing the Spanish collection. The Guadalajara International Book Fair would be an exciting event to attend. It would allow an opportunity to connect with Spanish language publishers and book dealers from around the world. I would be requesting approval for travel arrangements, lodging and registration.
 - Requesting a Personnel and Policy Committee meeting prior to the regular meeting in October. This would be to discuss director and employee evaluations, policies, procedures and forms for the operations of the library. Patty is requesting a policy for lockdown procedures.

Programs

- Due to the extreme heat in June, the Pet Parade was cancelled and was being rescheduled for October. Plans were in progress for a trick or treat event with the pets.
- It was cicadas, cicadas, cicadas throughout the summer
- The garden program continues to bloom and we had a beekeeper teach us how to start bee hives and educate us on the importance of bees. Plans were in progress for having a “from garden to table” herbal tea event and a Halloween themed “air plant” project in the future.
- The summer reading program kick-off was a huge success.
- The ice cream social/reading program was well attended. A huge thank you to the sponsors who helped make it a success.
- The library attended the annual National Night Out event at the Community Center.



- The library has been very engaged with the community and attending open houses for both Morton High School and Cicero School District 99.
- Maker Space and Quiet Room Ribbon Cutting event.
- We are displaying Paper Mache art in the auditorium. The artwork has gone viral on social media with over 800 likes on Facebook and hoping to reach 1,000 likes. We need to consider displaying other artworks in the future
- We participated in the Mexican Independence Day Parade with a Frida theme.
- Our garden club classes continued with a “garden to table” tea making class and learning the health benefits of herbs.

Library Director Tomschin asked if they had any questions. They indicated none.

Vice-President commented that it was a very busy summer for the library.

Secretary Hernandez asked to look for the possibility in seeking sponsorships for the staff to attend the Guadalajara International Book Festival.

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 Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Department Reports

Vice-President Grazzini made a motion to accept the reports for the Circulation Department for the months of June, July and August 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 Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Secretary Hernandez made a motion to accept the reports for the Technical Services Department for the months of June, July and August 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 Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.



Secretary Hernandez made a motion to accept the reports for the Reference Services Department for the months of June, July and August 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 Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Vice-President Grazzini made a motion to accept the reports for the Youth Services Department for the months of June, July and August 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 Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Secretary Hernandez made a motion to accept the reports for the Makers Space Department for the months of June, July and August 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 Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Correspondence

A donation was received in the amount of \$75.00 from a patron, Sue, who recently passed away. She had requested that the donation be used for the purchase of children's books.

A donation was received from President Larry Dominick in the amount of \$200.00. He requested that the donation be used for the purchase of children's books.

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

Unfinished Business

Authorize the Library President to enter into an Intergovernmental Agreement with the County of Cook regarding Electric Vehicle Charging Stations

Vice-President Grazzini made a motion to Authorize the Library President to enter into an Intergovernmental Agreement with the County of Cook regarding Electric Vehicle Charging Stations. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda,



Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

New Business

Approval of Makers Space Rules, Guidelines and Forms

Trustee Vega made a motion to Authorize Director to approve the Makers Space Rules, Guidelines and Forms as presented and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Approval of registration, travel and hotel for Sandra Tomschin, Beatriz Peralta and Linda Loza to attend the Guadalajara International Book Fair from December 1-6, 2024

Trustee Vega made a motion to approve the registration, travel and hotel for Sandra Tomschin, Beatriz Peralta and Linda Loza to attend the Guadalajara International Book Fair from December 1-6, 2024. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Consider Fee Waiver Request from *All Our Kids Network (AOK)* for a “café and concha community conversation” event in the meeting room on October 21, 2024 from 9:00 a.m. to 1:00 p.m.

Vice-President Grazzini made a motion to approve the Fee Waiver Request from All Our Kids (AOK) for a “café and concha community conversation” event in the meeting room on October 21, 2024, 9:00 a.m. to 1:00 p.m. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Consider Fee Waiver Request from *Read and Run Chicago* for a book club read and run event with a Q & A session with author Erika Sanchez on October 29, 2024, 5:00 p.m. to 8:30 p.m.

Vice-President Grazzini made a motion to approve the Fee Waiver Request from Read and Run Chicago for a book club read and run event with a Q & A session with author Erika Sanchez on October 29, 2024, 5:00- 8:30 p.m. Trustee Vega seconded the



motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Renew Cicero Public Library Strategic Plan for 2 additional years to expire in 2026

Trustee Castaneda made a motion to renew and place on file the Cicero Public Library Strategic Plan for 2 additional years to expire in 2026. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Public Comments

There were none presented.

Adjourn into Executive Session

Trustee Vega made a motion to adjourn into Executive Session at 5:31 p.m. Vice-President Grazzini seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee that is subject to the Local Government Wage Increase Transparency Act may not be closed and must be open to the public. 5 ILCS 120/2 C (1).

Adjourned from Executive Session

Trustee Vega made a motion to adjourn from Executive Session at 5:47 p.m. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.



Reconvened to Open Session

Vice-President Grazzini made a motion to reconvene to Open Session at 5:48 p.m. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Informational Item

President Vargas announced that the next regularly scheduled Board Meeting would be held on Wednesday, October 16, 2024 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Secretary Hernandez made a motion to adjourn the meeting at 5:49 p.m. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: Trustee Esposito. Motion carried.

Secretary