



MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, DECEMBER 9, 2024
5:00 P.M.

President 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, Secretary Mary Hernandez, Trustees Rosalba Raygoza and Alfonso Vega. Also present were Library Board Attorney Matt Byrne, Library Director Sandra Tomschin and Recording Secretary Maria Salinas.

The Pledge of Allegiance was recited.

Presentation – Special Recognition of Library President Ismael Vargas

Secretary Hernandez made a motion to deviate from the agenda and move the Presentation to the end of the agenda. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Minutes

Trustee Vega made a motion to accept and place on file the November 13, 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, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Secretary Hernandez made a motion to accept and place on file the November 13, 2024 Personnel Committee Meeting Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.



Trustee Esposito made a motion to accept and place on file the November 13, 2024 Policy Committee Meeting Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Bills

Trustee Esposito made a motion to approve and pay the December 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 Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Salaries

Secretary Hernandez made a motion to approve and pay the November 2024 salaries 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, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Administrative Director's Report

Library Director Sandra Tomschin reported the following updates.

- We are getting close to going “live” with our new calendar and will be updated internally.
- Have been in contact with cook county as they plan to install the Electric Vehicle Charging Station in the west parking lot with construction starting in spring 2025.
- After consultation with the Policy Committee, there are several recommendations:
 - Updated holiday schedule policy.
 - Approval of 2025 holiday/closure dates.
 - Approval of 2025 Board Meeting dates.
- After consulting with the Personnel Committee, there are several recommendations:
 - Approval of Library Director Performance Evaluation Tool.
 - Approval of the Cicero Public Library Performance Evaluation Tool.
- Employee In-Service training day is on December 6, 2024.

Programs

All of the November events were successful.



- We attended Day of the Dead at Unity Junior High School and decorated sugar skulls.
- The Garden Club held a “garden in the sky” air plant class.
- The Crochet class keeps growing in demand with more families joining in the fun.
- The Maker Space is beginning to receive attention and demand for usage.
- We served our Senior Craft class a Thanksgiving lunch.

We will continue to find additional programming to fill the needs of our community. This year we will host a “picture with Santa” on December 14, 2024, rom 1 – 3 p.m.

Vice-President Grazzini thanked Library Director Tomschin for the Thanksgiving Field Trip that was organized with the local school district.

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

Department Reports

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

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

Library Director Tomschin noted that Danielle Santos has been very helpful in the Circulation Department. She has been doing training for the past month and helping out due staff shortage.

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



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

Secretary Hernandez made a motion to accept the reports for the Maker Space Department for the month of November 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, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Correspondence

There was none presented.

New Business

Approve of amended Designated Holidays outlined in the Cicero Public Library Employee Handbook

Vice-President Grazzini made a motion to approve the amended Designated Holidays outlined in the Cicero Public Library Employee Handbook. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Approve Library Director Performance Evaluation Tool

Trustee Esposito made a motion to approve the Library Director Performance Evaluation Tool as presented. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Approve Cicero Public Library Employee Evaluation Tool

Trustee Esposito made a motion to approve the Library Director Performance Evaluation Tool as presented. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.



Unfinished Business

Approval of 2025 Cicero Library Board of Trustees Meeting Dates

Trustee Esposito made a motion to approve the 2025 Cicero Library Board of Trustees Meeting Dates as presented. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Approval of 2025 Holiday and Closure Schedule for the Cicero Public Library

Secretary Hernandez made a motion to approve the 2025 Holiday and Closure Schedule for the Cicero Public Library as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Public Comments

A member in the audience commented that she seen a lot of people sleeping in the library.

President Vargas noted that the library serves as a warming center which brings in a lot of community members to visit the library and sometimes rest. He thanked her for her observation.

Presentation – Special Recognition of Library President Ismael Vargas

President Vargas announced that it was his last day as serving as a Trustee of the library.

Library Director Tomschin presented President Vargas with a small gift of appreciation. She thanked him for all his years of service, said he would be missed and wished him well.

President Vargas noted that he will be around to help in any capacity like a volunteer. He noted he served voluntarily for 13 years in the library. He talked about the growth he has seen in the library during his years where he along with his fellow Trustees serve their time voluntarily and are not compensated. He said for him personally, it has been a blessing to him to visit the library with his grandkids, as does his wife. He noted their



belief is in serving the community and the reward is seeing the growth of their work in the community. He noted that he has a lot on his plate and is involved voluntarily in a new program, CERTS, which provides training from the state to him and a group of people. The program is providing training to have preparedness to serve in the event of an emergency or disaster. He is moving on to provide his services to other programs and committees. On behalf of his family, himself, he thanked his colleagues for all the years they spent together collaborating and stood firm with serving the needs of the multi-culture community and knowing that everyone deserves the best. Also, recognizing that there is something more powerful, which is God to give you the strength to keep moving forward. He thanked Library Director Tomschin for all her hard work in leading the library.

On behalf of him and the Board of Trustees, he thanked Sam Johnson, one of the pioneers from Toys for Tots, who is also the parade coordinator, for the donation of books that the library received

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, January 13, 2025 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Secretary Hernandez made a motion to adjourn the meeting at 5:37 p.m. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: All Trustees present voting aye: President Vargas, Vice-President Grazzini, Trustees Esposito, Castaneda, Secretary Hernandez, Trustees Raygoza and Vega. Nays: None. Motion carried.

Secretary