



MINUTES OF THE REGULAR MEETING OF THE LIBRARY BOARD OF TRUSTEES
OF THE CICERO PUBLIC LIBRARY HELD AT THE
CICERO PUBLIC LIBRARY ON
MONDAY, FEBRUARY 10, 2025
5:00 P.M.

Vice-President Anthony Grazzini called the meeting to order at 5:05 p.m.

Roll Call

Secretary Mary Hernandez called roll. The following Trustees were present: Vice-President Anthony Grazzini, Trustees Rosemarie Esposito, Mario Castaneda, Alfonso Vega and Secretary Mary Hernandez. Absent: President Ismael Vargas and Trustee Rosalba Raygoza. Also present were Library Board Attorney Matt Byrne, Library Director Sandra Tomschin and Recording Secretary Maria Salinas.

The Pledge of Allegiance was recited.

Minutes

Trustee Esposito made a motion to accept and place on file the January 13, 2025 Regular Meeting Open Session Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Vega, Castaneda and Secretary Hernandez. Nays: None. Absent: President Vargas and Trustee Raygoza. Motion carried.

Trustee Vega made a motion to accept and place on file the January 13, 2025 Regular Meeting Closed Session Minutes as presented. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas and Trustee Raygoza. Motion carried.

Trustee Raygoza arrived at 5:06 p.m.

Trustee Esposito made a motion to accept and place on file the January 13, 2025 Policy Committee Meeting Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.



Bills

Trustee Vega made a motion to approve and pay the February 2025 bills as presented and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Salaries

Trustee Castaneda made a motion to approve and pay the January 2025 salaries as presented and place on file. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Administrative Director's Report

Library Director Sandra Tomschin reported the following updates.

Administrative

- Per Capita Grant Application has been completed.
- ILLINET ILL and Reciprocal Borrowing Statistical Survey has been completed.
- Library Director Tomschin and Department Heads continue to work on the Illinois Public Library Annual Report (IPLAR).
- “Did you Know” campaign on the library Facebook page seems to be getting very positive feedback and we will continue highlighting offerings of the Cicero Public Library.
- Library Director Tomschin will follow up on the status of the updated security camera installations.

Technology Grant

- Our iMac is being configured for computer lab usage and should be available soon.
- We purchased a 6-piece self-check-out station, that is also being configured for use and should be ready soon.
- Once the equipment is ready, the Trustees will be invited for pictures.



2025 Goals

Library Director Tomschin set some goals for 2025, including, but not limited to:

- Finalizing the updates to all the library's policies and procedures.
- Procuring a new website to integrate with our new calendar and offer 24/7 access to library materials. Update the webpage to make it more user friendly, better organized and something to be proud of.
- Updated furniture for the Youth Services Department.
- Library Director Tomschin has been very careful with spending since her arrival and there should be funds available to remodel and install a combination/multipurpose room, with autism features that can be utilized when needed. This would close the current playroom to make the Youth Services Department more inviting to those not participating in activities in the play area.
- Replace the statue on the corner that was stolen with either a new statue or a monumental sign of the library.
- Fully staff the Reference and Circulation Departments and work on a dedicated social media and website role.

Programs

- We are happy to bring back movie night at the library and excited to bring back our popular Garden Club and Seed Sharing library.
- We will continue to find additional programming to fill the needs of our public demands.

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

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

Department Reports

Trustee Esposito made a motion to accept the reports for the Circulation Department for the month of January 2025 as presented and place on file. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Castaneda, Raygoza, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.



Trustee Castaneda made a motion to accept the reports for the Technical Services Department for the month of January 2025 as presented and place on file. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Trustee Esposito made a motion to accept the reports for the Reference Services Department for the month of January 2025 as presented and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Trustee Castaneda made a motion to accept the reports for the Youth Services Department for the month of January 2025 as presented and place on file. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Correspondence

There was none.

Unfinished Business

Approval of updated Social Media Policy

Trustee Esposito made a motion to approve the updated Social Media Policy as discussed in Policy Committee and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Approval of updated Procurement Policy

Secretary Hernandez made a motion to approve the updated Procurement Policy as discussed in Policy Committee and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.



Approval of updated Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses

Trustee Esposito made a motion to approve the updated Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses as discussed in Policy Committee and place on file. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Approval of updated Cash Handling, Routine Banking and Petty Cash Policies

Secretary Hernandez made a motion to approve the updated Cash Handling, Routine Banking and Petty Cash Policies as discussed in Policy Committee and place on file. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Approval of updated Approved Vendor Policy

Secretary Hernandez made a motion to approve the updated Approved Vendor Policy as discussed in Policy Committee and place on file. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

New Business

There was none to report.

Public Comments

There was none presented.

Adjourn into Executive Session

Trustee Esposito made a motion to adjourn into Executive Session at 5:18 p.m. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. 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).

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c) (11).

Adjourned from Executive Session

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

Reconvened to Open Session

Trustee Vega made a motion to reconvene to Open Session at 5:42 p.m. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Informational Item

Vice-President Grazzini announced that the next regularly scheduled Board Meeting would be held on Monday, March 10, 2025 at 5:00 p.m. at the Cicero Public Library.



Adjourn Meeting

Secretary Hernandez made a motion to adjourn the meeting at 5:43 p.m. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Raygoza, Castaneda, Vega and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Secretary