



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

Vice-President Anthony Grazzini called the meeting to order at 5:01 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, Rosalba Raygoza and Secretary Mary Hernandez. Absent: President Ismael Vargas. 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 February 10, 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, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

Secretary Hernandez made a motion to accept and place on file the February 10, 2025 Regular Meeting Closed Session Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

**Bills**

Trustee Vega made a motion to approve and pay the March 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, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.



## **Salaries**

Trustee Castaneda made a motion to approve and pay the February 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, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

## **Administrative Director's Report**

Library Director Sandra Tomschin reported the following updates.

### Administrative

- Katrina Harris has returned to work and were happy to have her back.
- The Illinois Public Library Annual Report (IPLAR) was completed. A big thanks to all Department Heads for their assistance with completing the report.
- We continue with the "Did you Know" campaign on the library Facebook page and invited the Trustees for their input on anything else they would like to be highlighted.
- The installation of the security cameras has begun.

### Technology Grant

- The self-checkout tablet station is fully configured and in use.

### 2025 Goals

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

- The available position for the Youth Services Department has been posted.
- Reference and the Circulation Departments will be posting their open positions soon.
- Procuring a new website to integrate with the new calendar and offer 24/7 access to library materials and make the webpage more user friendly, better organized and something to be proud of.
- New kid tables and chairs have been ordered for the Youth Services Department.
- A new desk for the Teen Room has been ordered for staff who is assigned in that area.



## Programs

- Movie Night is turning into a big hit at the library!
- The library has been participating in the “Unify Fridays” at Unity Junior High School.
- Garden Season is coming back to the library with the first session on Saturday, March 15, 2025.
- We will continue to plan for additional programming to fill the needs of our public demands.

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

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

## Department Reports

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

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

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



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

Secretary Hernandez noted she was very happy to see the progress of the Makers Space Department and the great turnout that it has had.

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

### **Correspondence**

There was none.

### **Unfinished Business**

There was none to report.

### **New Business**

There was none to report.

### **Public Comments**

There was none presented.

### **Adjourn into Executive Session**

Trustee Vega made a motion to adjourn into Executive Session at 5:10 p.m. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

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**

Secretary Hernandez made a motion to adjourn from Executive Session at 5:20 p.m. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

### **Reconvened to Open Session**

Trustee Esposito made a motion to reconvene to Open Session at 5:22 p.m. Secretary Hernandez seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza 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, April 14, 2025 at 5:00 p.m. at the Cicero Public Library.

### **Adjourn Meeting**

Secretary Hernandez made a motion to adjourn the meeting at 5:23 p.m. Trustee Castaneda seconded the motion. Roll call: All Trustees present voting aye: Vice-President Grazzini, Trustees Esposito, Castaneda, Vega, Raygoza and Secretary Hernandez. Nays: None. Absent: President Vargas. Motion carried.

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Secretary