



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 8, 2025
5:00 P.M.

Prior to calling the meeting to order, President Grazzini noted the following:

The president and Board of Trustees welcome you as observers to this public meeting. You are reminded this meeting is for the deliberations of the Board of Trustees, in contrast to a public hearing where members of the district are encouraged to participate. Unless invited by the President to speak, observers are requested not to interrupt the meeting in order that the concerns of the Library may be attended to efficiently. If the President recognizes you, please state your name & address and direct your remarks to the Board of Trustees.

President Anthony Grazzini called the meeting to order at 5:02 p.m.

Roll Call

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

The Pledge of Allegiance was recited.

Minutes

Secretary Hernandez made a motion to accept and place on file the June 9, 2025 Regular Meeting Open Session Minutes as presented. Trustee Esposito seconded the motion. Roll call: All Trustees present voting aye: President Grazzini, Trustees Manouzi, Esposito, Vega and Secretary Hernandez. Nays: None. Absent: Vice-President Castaneda and Trustee Raygoza. Motion carried.

Trustee Vega made a motion to accept and place on file the June 9, 2025 Regular Meeting Closed Session Minutes as presented. Trustee Manouzi seconded the motion. Roll call: All Trustees present voting aye: President Grazzini, Trustees Manouzi, Esposito, Vega and Secretary Hernandez. Nays: None. Absent: Vice-President Castaneda and Trustee Raygoza. Motion carried.



Secretary Hernandez made a motion to accept and place on file the June 9, 2025 Policy Committee Meeting Minutes as presented. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Grazzini, Trustees Manouzi, Esposito, Vega and Secretary Hernandez. Nays: None. Absent: Vice-President Castaneda and Trustee Raygoza. Motion carried.

Bills

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

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

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

Salaries

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

Trustee Vega made a motion to table the July 2025 salaries. Trustee Manouzi seconded the motion. Roll call: All Trustees present voting aye: President Grazzini, Trustees Manouzi, Esposito, Vega and Secretary Hernandez. Nays: None. Absent: Vice-President Castaneda and Trustee Raygoza. Motion carried.

Secretary Hernandez made a motion to table the August 2025 salaries. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye: President Grazzini, Trustees Manouzi, Esposito, Vega and Secretary Hernandez. Nays: None. Absent: Vice-President Castaneda and Trustee Raygoza. Motion carried.



Administrative Director's Report

Library Director Sandra Tomschin reported the following updates.

Administrative

The summer has been an extremely busy year! We are currently participating in the Metra/BNSF's "Library on the Go" campaign. The Cicero Public Library is included in all on train advertisements for this program. Advertisement copy is attached in your report and encouraged reading digital library materials while commuting on the train.

- Linda has really grown in her new position as Head of Youth Services and she is making an impact in this important department. The "refresh" of the Youth Services Department continued with fresh paint, new flooring in the computer area, new computers in the computer lab (technology grant), new aquarium was installed and fish were donated and the desk and computer were installed in the Teen Room.

Vice-President Mario Castaneda arrived at 5:12 p.m.

- Our summer intern was a success this summer, and he helped out in all department as needed. Our newer staff is really catching on to the operations and continue to grow with the library.
- The funds from the Per Capita grant from the State of Illinois was received and deposited. We have submitted grant applications for the Maker Space to host a "Shark Tank" class where youth patron can learn everything from product design, creation, marketing and sales.
- A grant application will be submitted for new flooring in the Periodical Room. The plan is to install hard surface flooring in this space to make cleaning and sanitizing easier. We are looking at other eligible costs to submit with this grant application.
- We are still waiting for the installation of the Electric Vehicle Charging Stations. There have been no new updates.
- Circulation Department is being refreshed with new paint as well.
- The basement did take in some water during the torrential rainfall of August, but nothing was damaged as all items are kept in plastic bins and off the floor as much as possible.
- We were a cooling center throughout the summer and we served water and lemonade during the hottest days.

Human Resource Updates

- We are completing the new employee evaluations and they will be reviewed with President Grazzini when they are all completed. It is anticipated that they will be completed and ready by the October meeting.



- Library staff will be reviewing the suggested policies (Patron Code of Conduct and Computer Usage). All suggested changes will be presented to the Policy Committee for consideration.
- Christian and Fernando both attended the Maker Space training in Wisconsin. Information is noted in the Maker Space Report.

Programs

- The library attended all the Back to School events, National Night Out and District 99 Open House.
- Movie Night is growing in attendance and are looking into have a Spanish language movie night.
- The Garden Club has continued to be successful and Gissel has also grown with this program. The Tea Class and Tree Planting Class are coming up. Our Bee class was extremely well attended and we were at capacity.
- Maker's Market was a huge success and plan on hosting more programs in the fall.
- Summer Reading Program was our biggest participation yet!
- Our monthly Youth Service Program calendar continues to grow with a special thanks to everyone in the Youth Services Department for increased programming!
- The Forge continues to offer programming and classes.
- With Windows 10 on the way out, we plan on hosting an IT Class to show options people have if their computer is not able to be upgraded to Windows 11.

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

Department Reports

Trustee Vega made a motion to accept the reports for the Circulation Department for the months of June, July and August 2025 as presented and place on file. Secretary

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

Secretary Hernandez made a motion to accept the reports for the Technical Service Department for the months of June, July and August 2025 as presented and place on file. Vice-President Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Grazzini, Vice-President Castaneda, Trustees Manouzi, Esposito,



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

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

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

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

President Grazzini acknowledged Christian and Fernando who put together an amazing report after attending the conference. He noted that it was important and good for employees wanting to attend professional development to learn more things. It is good for the library to know what is happening and bring those ideas home to the library.

Correspondence

There were several correspondence items.

- Tom Tomschin donated \$140.00 to go towards the fish for the new aquarium in the Youth Services Department.
- Patricia Conroy sent a card to the Board of Trustee thanking them for their expression of sympathy, beautiful plant and tribute in honor of her father.
- Military Families of Cicero sent a thank you letter to the library for their continued support and generous donation that will be used for their Military Appreciation Barbecue Event on July 19, 2025.
- An invitation from the Children's Center was received for their Annual Fundraiser Event that will be held on October 10, 2025.

President Grazzini noted that the Children's Center has various sites in the Cicero/Berwyn community and recommended to sponsor a table at their upcoming event.



Secretary Hernandez made a motion to accept the correspondence received and place on file. Trustee Vega seconded the motion. Roll call: All Trustees present voting aye:

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

Unfinished Business

There was none to report.

New Business

There was none to report.

Public Comments

A patron in the audience asked when was the Pet Parade. Library Director Tomschin responded that it was on October 11, 2025.

Adjourn into Executive Session

There was no need for an Executive Session.

Informational Item

President Grazzini announced that the next regularly scheduled Board Meeting would be held on Monday, October 13, 2025 at 5:00 p.m. at the Cicero Public Library.

Adjourn Meeting

Secretary Hernandez made a motion to adjourn the meeting at 5:29 p.m. Vice-President Castaneda seconded the motion. Roll call: All Trustees present voting aye: President Grazzini, Vice-President Castaneda, Trustees Manouzi, Esposito, Vega and Secretary Hernandez. Nays: None. Absent: Trustee Raygoza. Motion carried.

Secretary