



McHenry Public Library District

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www.mchenrylibrary.org

MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: April 20, 2021
Time: 7:00 P.M.
Location: Library Meeting Room #135 and Virtual

I. CALL TO ORDER

A. President Reilly called the meeting to order at 7:00 p.m.

II. ROLL CALL

A. Roll was called and a quorum was established

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

Members Absent: Margaret Carey

Also Present: Debbie Gunness, Business Manager; Denise Grandon, IT Specialist; Jennifer May, HR Generalist; Kathy Lambert, PR Manager (remotely); Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Executive Director; Pam Strain, Adult Services Manager (remotely); Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. None

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

A. Members of the Staff attending the meeting virtually and in-person were introduced.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

1. Approval of Minutes of the March 16, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the March 16, 2021 Secretary's report.

Stone moved and Murphy seconded a motion to approve March 16, 2021 Regular Board Meeting.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for March/April 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

The Board reviewed the financial statements and monthly invoices. Treasurer Grala brought to our attention the balance sheet reflects a negative balance in the General Fund and positive balances in the Special Reserve Fund and the Grant and Funds.

No property taxes were received this month by the Library, which is typical for this time of year, so our income is small for the month compared to our expenses for the month.

A revised "Bankcard Processing Center April 2021" spreadsheet was distributed at the meeting supersedes the document provided in the Board Packet, and there is a difference of \$2.00 between the reports.

Grala questioned all the expenses entailed in the check for Eder & Casella, which Gunness explained is for the accounting and IT outsourcing. Vice President Stone asked what expenses were under the Baker and Taylor, and it was explained they were our primary book jobber.

Murphy moved and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for March/April 2021, Additional Bills, and Petty Cash and Credit Card Reports.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey

Motion Passed

VIII. COMMUNICATIONS

- A. RAILS and CCS memos on discontinuing materials quarantine period
- B. Recognition of donations from McHenry American Legion Auxiliary Post 491
- C. John Armstrong Memorial Donation
 1. Letter to Family of John Armstrong – Recognition of memorial donations and notice of books ordered
 2. Letter to Vacula Family

IX. LIBRARIAN'S REPORT

- A. Librarian's Report

Director Jakacki highlighted the following items from the report: completion of the Wellness Room, A. Moreno-Lomeli's work with other libraries to promote the Soon to Be Famous Illinois Author Project for Spanish writers; T. Hillier was appointed by the City of McHenry to their Landmark Commission; B. Niepsuj retired from her position as the Interlibrary Loan Associate after holding various positions on the Library during her 24-year tenure and the Library had posted this

position opening internally and will be interviewing candidates, D. Grandon and D. Gunness have taken training on how to use the new audit device for the coin-ops which will help us streamline the process of handling these funds, A. Karwowska shared some of the projects her teen volunteers have completed, like blankets for Project Linus and cards for troops overseas and hospitalized kids and the acknowledgment from organizations who have received their projects to distribute and that the Friends of the Library will be starting up the book sale room again in April and a planning a tent book sale in July. The Friends also donated \$5,000.00 towards the Library's Summer Reading Program.

B. COVID-19 Service Model Changes

Director Jakacki informed the Board that as of April 12, 2021, all staff has returned to work their hours in the building.

Trustee Alexander inquired when the Library would be returning to full hours, and Jakacki said the plan is to return to full Monday-Saturday hours when the State of Illinois transitions to Phase 5 of the COVID-19 plan. We would review Sunday hours at that time for our foot traffic and possibly wait until late Summer/early Fall to resume those hours.

C. Updates on Projects

X. EXECUTIVE SESSION

- A.** To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

XI. OLD BUSINESS

- A.** Update on Sanitary/ Sewer Project

Director Jakacki informed the Board that the Sanitary/ Sewer project had been completed with the City of McHenry approving and registering the updated easement survey.

A breakdown of the expenditures for this project was provided to the Board for review to show that the final project cost was in line with the cost projection provided by the previous Director at the start of the project.

XII. NEW BUSINESS

- A.** Ordinance 2020/2021-05; Transferring Funds to the General Operating Fund

President Reilly spoke about how upon seeking legal counsel and reviewing applicable Illinois State statutes, the Library determined that this type of transfer of the funds from the Special Reserve Fund is not allowable. Therefore this Ordinance is not necessary.

A discussion regarding the uses of the Special Reserve Fund ensued.

The Library will continue to explore ways to return the General Fund to a positive balance.

B. Employee Personal Use of Social Media Policy

Trustee Alexander stated that he felt "Library Trustees" should be struck from the list of people/person staff cannot make statements against as listed in the second bullet point since Library Trustees are elected officials. Therefore the burden of proof is higher in libel cases with the intent of malice in 1st Amendment cases.

Grala moved, and Alexander seconded a motion to approve the Employee Personal Use of Social Media Policy with the following change: removal of any instances of "Library Trustees" from the policy where it is listed regarding who staff cannot make statements against.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey

Motion Passed

C. Library-Sponsored Social Media Policy

This policy outlines how the Library interacts with the Public and patrons on Library sponsored.

Grala moved and Leccese seconded a motion to approve Library-Sponsored Social Media Policy

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey

Motion Passed

D. Library of Things Circulation Policy

Director Jakacki explained that this Circulation Policy is for non-traditional items like equipment and kits that we circulate. In the past, we have passed individual policies for this equipment. This new policy has built-in parameters that will allow us to expand the collection without creating a new policy for each item streamlining the process and policies. This policy will supersede "Hotspot Circulation Rules" and "Roku Circulation Rules."

Leccese moved and Alexander seconded a motion to approve the Library of Things Circulation Policy

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey

Motion Passed

E. FY 2021/22 Budget Update

Reviewed the PTELL Worksheet from the McHenry County with the Tax Year: 2020 extension listed which with the amount of revenue from property taxes the Library is due to receive. This is the main source of income for the Library.

XIII. ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

XIV. ADJOURNMENT

Murphy moved and Grala seconded a motion to adjourn at 8:11 p.m.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone

Nays: None

Abstain: None

Absent: Carey

Motion Passed

Respectfully Submitted,



Monica Leccese, Secretary