



**McHENRY PUBLIC
LIBRARY DISTRICT**
WISDOM • KNOWLEDGE • DREAMS

McHenry Public Library District

809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: August 16, 2022

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. CALL TO ORDER – President Charles Reilly

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

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

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

Members Absent: None

Also Present: Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

No corrections or additions.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the July 19, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the July 19, 2022, minutes.

Stone moved, and Murphy seconded a motion to approve the Minutes of the July 19, 2022, Regular Board Meeting.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for July/August 2022, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Grala reviewed the monthly financial statements. She inquired about the \$13,079 Grant/Gift Fund expense. Per Director Jakacki, that was Per Capita spending, and the majority was the \$10,000 from last year for Microsoft licenses. Director Jakacki reported that Per Capita spending is not dictated by fiscal year, so you have more time to spend the funds, and that the Library is still spending funds that we received last year. She reported that the Library has until December 2022 to spend those funds. Treasurer Grala clarified with Director Jakacki that those funds roll over into the next fiscal year.

Trustee Alexander inquired about the Katherine Jeffrey expense. Director Jakacki reported that she is a presenter and will discuss generations in the workplace at the upcoming In-Service.

Trustee Stone inquired about the EBSCO expense; Director Jakacki reported that it is for the annual magazine renewals, and the Library pays them once a year for all of the Library's periodicals. She added that the Library also gets research database services from EBSCO.

Trustee Stone inquired about the SweetPeas Emporium expense. Director Jakacki reported that it was for graduation cookies for the 1,000 Books Before Kindergarten graduation ceremony.

Weingart moved, and Leccese seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for July/August 2022, Additional Bills (Distributed night of meeting), and Petty Cash and Credit Card Reports (Distributed night of meeting).

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

- A.** Letter of support for the City of McHenry's Grant Application

Director Jakacki reported that the City had requested a Letter of Support from the Library for their grant application to the County and this was a copy of that letter.

- B.** Letter acknowledging donation from Blake Brittain of The H.E. Collectibles

Director Jakacki reported that this was a donation acknowledgement letter to Blake Brittain, owner of H.E. Collectibles on Green Street (a gaming shop), and that he donated 95 board games to the Library.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki highlighted the following items:

- She reported that the Summer Reading Program had finished with 788 participants.
- Youth Services hosted a Lion's Club mobile hearing and retina screening at the Library, thinking it would be for pre-intervention for young children to get screened at an early age in case they needed special services to help them get school ready. She reported that some young children took advantage of it, but most participants were seniors. The Lion's Club was excited that five people were waiting when they opened and that there were 50 total participants. The Lion's Club was pleased with the response. Director Jakacki referenced a Letter to the Editor from the Lion's Club thanking the Library for hosting the event.
- The Library is moving to a new payroll company (Paylocity) because the current payroll company (B2E) no longer meets the Library's needs. She reported that the conversion would start in September and hopefully be effective with the December 18 payroll. Director Jakacki also noted that there was a committee of staff, managers, HR Generalist May, and herself who looked at three leading payroll companies and that Paylocity fits most of the Library's needs. She reported there are cost savings to what we have, and the Library gets many more features with Paylocity.
- Director Jakacki also reported that the Library has hired two new full-time staff members: the Youth Services Bilingual School Services Librarian, who starts August 23, and the Building Services Manager, who starts September 6.

B. Updates on Projects

Director Jakacki reported that the Storywalk project is on hold while the City completes work at the site. She noted the Library is replacing computers in Adult Services with computers the Library had purchased a while ago and had not yet put into service. Director Jakacki reported that IT had completed asset tagging every piece of technology in the Library valued at over \$100, so the Library now has an inventory and asset tracking of that equipment. In addition, the new Building Services Manager will do an inventory of furnishings and equipment like power tools so the Library will have a much better understanding of what it has with furnishings, technology, and other special equipment.

X. OLD BUSINESS

A. IDOT Route 31 Expansion Project

Director Jakacki discussed the outdoor digital sign and shared a possible replacement that would work with the replacement costs offered. In contrast, a brick sign similar to what the Library currently has but taller would cost about \$50,000-\$60,000. Director Jakacki reported that IDOT might not pay the Library for a taller sign.

Secretary Leccese asked Director Jakacki if she thought there was anything the Library should counter the IDOT offer with. Director Jakacki reported that nothing other than the sign if we wanted to go with a taller, all brick sign. A discussion ensued on the sign options. President Reilly reported that the attorneys seem to think it is a fair offer.

Grala moved, and Alexander seconded a motion to move forward with the State (IDOT's) offer as presented.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Parking Lot Resurfacing and Repairs Project

Director Jakacki reported that right before the Board meeting, one of the companies came up with another proposal, so the Library now has two proposals that are very similar in scope. A discussion ensued on the various proposals and options. Director Jakacki reported that both companies are similar in booking availability by October 15. Trustee Weingart inquired if the warranties were the same with both companies, and Director Jakacki responded yes. After much discussion, the Board decided to go with Pavement Solutions for resurfacing and repairs, provided they can do it this season/year at the price they quoted; otherwise, the Library will have repairs done only. President Reilly stated that Director Jakacki has the authority to contract and spend up to \$8,000 to get two necessary parking lot repairs done if needed.

Weingart moved, and Leccese seconded a motion to approve parking lot resurfacing/repairs by Pavement Solutions per their quote and them being able to complete the work this season.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

XI. NEW BUSINESS

A. FY 2021/22 Illinois Public Library Annual Report (IPLAR)

Director Jakacki reported that this is the completed annual report required by the State Library.

Murphy moved, and Alexander seconded a motion to approve the FY 2021/22 Illinois Public Library Annual Report (IPLAR).

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

B. 2023 In-Service Dates Request for Closing

Director Jakacki reported that this is the annual request to close the Library for all-staff training, which includes a mix of half-days (some each in the morning and afternoon) and two full days. All dates are on Fridays except one (Saturday, June 24, 2023), the date of the American Library Association annual convention in Chicago, which allows staff to attend that event. Secretary Leccese inquired if the Library gets pushback for closing on a Saturday. Director Jakacki reported that previously we have not and that the Library advertises the closing at least a month in advance.

Alexander moved, and Leccese seconded a motion to approve the 2023 In-Service Dates Closures.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

C. Updated Photography and Video Policy

Director Jakacki reported that there had been a lot going on with First Amendment Audits where people go into public government buildings and film because filming in a public building is a protected right of the First Amendment. Director Jakacki reported that the auditor's intent is good in holding government organizations and people accountable for following what they are supposed to. Still, it tends to turn into something sensational. She reported that the Library wants its photo and video policy to be very clear about what is and what is not allowed in the Library in terms of photography and video. This policy was drafted by Ancel Glink, a municipal law firm, and RAILS recommended it a couple of years ago. It specifies what the Library should be doing, when people need permission to film and when they do not, what areas are restricted, and when it becomes a form of harassment.

Secretary Leccese inquired if you have to ask patrons if they want their photo taken. Director Jakacki responded that because a library is a public building, they are not required to ask to film you. She reported that a person's presence at the Library is not a protected right but what a patron is checking out or doing at the Library is. Director Jakacki reported this is a policy the Library should have expanded a while ago. The Library will be conducting training on this at the August In-Service staff training day. Murphy moved, and Weingart seconded a motion to approve the updated Photography and Video Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. April 2023 Consolidation Elections

Director Jakacki reported that Treasurer Grala's and Vice President Stone's terms are up for election and the remaining of Trustee Weingart's unexpired term due to her appointment. She reported that the State had not released the 2023 Election Guide, so she does not have all the information yet, but the date to start circulating the petitions is September 20, 2022.

E. Equity, Diversity, and Inclusion Statement

Director Jakacki reported that she included what the Board liked from examples in the Library's Equity, Diversity, and Inclusion statement.

Leccese moved, and Weingart seconded a motion to approve the Equity, Diversity, and Inclusion Statement.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Director Jakacki reported that staff will be very pleased to see the Board make a statement.

F. Developer/Impact Fees

Director Jakacki reported that Treasurer Grala requested information on Impact/Developer Fees which Director Jakacki provided to the Board. Treasurer Grala inquired if the Library is doing itself a disservice and if the Library should go back to Wonder Lake to discuss this. A discussion ensued. President Reilly asked Director Jakacki if she could discuss this with the attorneys and ask them for the best approach. Treasurer Grala requested that the Library determine how many patrons/what percent are from Wonder Lake.

Action Tabled to future Board Meeting

XII. EXECUTIVE SESSION

No executive session was held.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

President Reilly inquired if there was any other business to come before the Board. Treasurer Grala referenced an article about Dixon Library and censorship and if it was something that should be added to the Agenda for the next Board meeting. There were two pieces of information in that article that Treasurer Grala wanted to verify the Library has in place regarding an appeal process and amendment to the public comments

process. Director Jakacki reported there are two pages in the bylaws regarding public participation and comments at Board meetings. A discussion ensued. Trustee Weingart inquired if the Library has an appeal process. Director Jakacki will look to see if the Library has an appeal process. President Reilly asked if the Board should revisit this in the future. No action was taken.

XV. ADJOURNMENT

Murphy moved, and Grala seconded a motion to adjourn the meeting at 8:34 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 20th day of September, 2022.

AYES: 7- Alexander, Grala, Leccese, Murphy, Reilly, Stone, weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 0

Respectfully Submitted,

Monica Leccese

Monica Leccese, Secretary

McHenry Public Library District Board of Trustees