



McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: September 21, 2021
Time: 7:00 P.M.
Location: Library Meeting Room West #136

- I. **CALL TO ORDER** – President Charles Reilly
President Reilly called the public hearing meeting to order at 7:00 p.m
- II. **ROLL CALL** – Monica Leccese, Secretary
Roll was called and a quorum was established.

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

Also Present: James Howard, Governmental Accounting, Inc
Mary Taradash
Debbie Gunness, Business Manager
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Pam Strain, Public Services Manager
Zach Terrill, Adult Services Assistant Manager

III. **PLEDGE OF ALLEGIANCE**

IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**

V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**
No public comments.

- VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
- A. Approval of Minutes of the August 17, 2021 Regular Board Meeting, August 17, 2021 Hearing on the Combined Budget and Appropriations Ordinance, and the August 24, 2021 Special Meeting.

Secretary Leccese informed the Board that she found no corrections needed for the minutes of the August 17, 2021, Regular Board Meeting, August 17, 2021, Hearing on the Combined Budget and Appropriations Ordinance, and the August 24, 2021, Special Board Meeting.

Stone moved, and Grala seconded a motion to approve the minutes of the August 17, 2021, Regular Board Meeting, August 17, 2021, Hearing on the Combined Budget and Appropriations Ordinance, and the August 24, 2021, Special Board Meeting.

Roll Call vote:

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

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 August/September 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

James Howard from Governmental Accounting, Inc. walked the Board through the new format of the financial reports, focusing on finding how to find commonly sought information, comparing fiscal year vs. budget, finding balances, and how the reports give a better overview of trends in revenue and expenses. He also discussed how we would be moving to modified accrual basis accounting from cash bases items like the tax revenues can be recorded in the correct fiscal year.

Treasure Grala inquired about the personnel/salary expenditures in the Grant and Gift Fund. Director Jakacki stated that part of the Digital Network Grant covered the salary of IT staff working on that specific project.

Murphy moved and Reilly seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for August/September 2021, 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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

- A.** Patrick D. Kenneally, State's Attorney McHenry County; letter regarding Retaliation Against Whistleblower Statue

IX. LIBRARIAN'S REPORT

- A.** Librarian's Report

Director Jakacki highlighted the following items from the Librarian's Report: the Library's participation in the Mexican Consulate event sponsored by Fundación Mazatecutli, the progress on the circulating science kits for the SKPL grant, new digital signage coming soon, and how appreciative caregivers are for the return of in-person storytimes. Public Services Manager, Pam Strain, spoke on how the Library has been balancing between in-person and virtual programs.

- B.** Updates on Projects

X. OLD BUSINESS

- A.** Interview of candidate, M. Taradash, for Trustee vacancy

XI. EXECUTIVE SESSION

- A.** For the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

Grala moved and Alexander seconded a motion to go into executive session at 7:12 p.m. for the purpose to discuss the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Murphy moved and Grala seconded a motion to leave executive session at 7:47 p.m.

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

Nays: None

Abstain: None

Absent: None

Motion Passed

XII. NEW BUSINESS

- A.** Appointment of Trustee to fill vacancy

Leccese moved and Murphy seconded a motion to appoint Terry Weingart to the Board of Trustees vacant position.

Roll Call vote:

Ayes: Leccese, Murphy, Reilly, Stone

Nays: Alexander, Grala,

Abstain: None

Absent: None

Motion Passed

- B.** Marketing Coordinator Job Description

Director Jakacki stated that this was the job description that supersedes the previous PR Manager Job Description. We updated some of the responsibilities and requirements of the role as we made it into a PT position.

Grala moved and Alexander seconded a motion to approve Marketing Coordinator Job Description with the change of the word "supporting" to "supports" in the second line of the summary section.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

C. All Staff In-Service Meeting possible half-day closure on 12/10/2021

Director Jakacki informed the Board that the Library Staff wishes to hold an all-staff in-person In-Service meeting on Friday, December 10, 2021, from 9:00 a.m. to 1:00 p.m. This would be the first in-person staff meeting in almost 18 months, as we have been meeting virtually throughout the pandemic. Typically the Library closes six times a year for in-person all-staff meetings.

Grala moved and Leccese seconded a motion to approve the half-day closing of the Library on December 10, 2021, for an All Staff In-Service Meeting.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. General, Auto and Workers' Compensation, and other Insurance Plans and Brokers

Director Jakacki went over the three proposals for the Library's General, Auto and Workers' Compensation, and other Insurance Plans. This year the Library requested a renewal proposal from the current broker, Kamm Insurance, and a competitor, Cook and Kocher. The differences were mainly in the coverage supplies by the umbrella plan and the cyber security plan, which are becoming more important to libraries. Regardless of which option we take, it is recommended that we continue our current Government Crime and Worker's Compensation plans.

Stone moved and Leccese seconded a motion to approve the Library 2021/2022 General Insurance to the plans listed under as Utica National Cook & Kocher Recommendation in the Board Packet

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Whistleblower's Policy

Director Jakacki shared that this new State of IL Public Act requires all state government agencies to pass a Whistleblower's policy, name internal auditors, and share the policy annually with staff and new hires. The Board is required to name in the policy which acts as the Library's official auditor on any claims of retaliation. The Board discussed the merits of the HR Generalist and the Executive Director as the internal auditors and wanted to move forward with naming the HR Generalist as the auditing official and the Executive Director as the alternate auditing official.

Grala moved and Leccese seconded a motion to approve the Whistleblower's Policy with the revision that the HR Generalist is named the auditing official and the Executive Director as the alternate auditing official.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

F. Budget

1. Discussion of Operating Fund

2. FY 2021/2022-05 A Resolution Authorizing And Directing The Treasurer Of The McHenry Public Library District To Transfer Certain Money From The Special Reserve Fund To The General Fund

President Reilly shared that the Law Offices of Ancel Glink provided the opinion on the Library's ability to transfer money from the special reserve fund to the operating fund and drafted the resolution for the transfer to be voted on. Discussion ensued about how the funds will be used and if the monies will continue to be subject to the special reserve fund restrictions once transferred.

The Library's Fund Balance policy was also discussed. Going forward, the Library should be carrying money in the operating account to cover six to eight months of expenses so that we can still cover operating costs when we are in a lull in receiving tax revenue. Director Jakacki stated that the Library would continue to be conservative in its spending over the next few years to build that operating fund reserve fund back up.

Alexander moved and Leccese seconded a motion to approve the FY 2021/2022-05 A Resolution Authorizing And Directing The Treasurer Of The McHenry Public Library District To Transfer Certain Money From The Special Reserve Fund To The General Fund.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

3. Levy Discussion

Director Jakacki stated that she was preparing the Levy Ordinance and was looking for guidance on this year's request. We discussed how the levy works, especially regarding how one's taxes do not necessarily increase at the same percentage as the levy increases, capturing new property, and how what we decide about the levy today affects the Library's future. After the discussion, we recommended that we levy a 4.90-4.95% increase for this year.

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

II. **ADJOURNMENT**

Murphy moved and Grala seconded a motion to approve to adjourn the meeting at 9:20 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 19th day of October, 2021

Respectfully Submitted,



Monica Leccese, Secretary