



McHenry Public Library District

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

MINUTES McHENRY PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES REGULAR MEETING

Date: January 19, 2021

Time: 7:00 P.M.

Location: Library Meeting Room West & Electronic Means

I. **CALL TO ORDER**

- A. President Reilly called the meeting to order at 7:03 p.m.

II. **ROLL CALL**

Roll was called and a quorum was established

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

Members Absent: Margaret Carey

Also Present: Barb Majka, Circulation Manager (remotely); Debbie Gunness, Business Manager; Deirdre Ehredt, Circulation Clerk (remotely); Denise Grandon, IT Specialist (remotely); Jen May, HR Generalist; Kathy Lambert, PR Manager (remotely); Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Acting Director; Lisa Hoirst, Circulation Manager Assistant (remotely); Pam Strain, Adult Services Manager (remotely); Shane Claucherty, Building Services Manager (remotely); Zach Terrill, Adult Services Assistant Manager (remotely)

III. **PLEDGE OF ALLEGIANCE**

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

V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**

Reilly acknowledged the visitors. There were no public comments.

VI. **CONSENT AGENDA FOR THIS MEETING**

A. **SECRETARY'S REPORT** – Monica Leccese, Secretary

1. Approval of Minutes of the December 15, 2020 Regular Board Meeting

Secretary Leccese informed the Board that she found the minutes to be correct

B. **TREASURER'S REPORT** – Delphine Grala, Treasurer

1. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2020/ January 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 submitted questions regarding the financials to Business Manager Gunness before the meeting and Business Manager Gunness and Acting Director Jakacki were able to provide answers to those questions to her satisfaction.

Murphy moved and Grala seconded a motion to approve the Consent Agenda.

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

Nays: None

Abstain: None

Absent: Carey

Motion Passed

VII. COMMUNICATIONS

The Board reviewed the following Communications.

- A. Danny Little Memorial Donation
 1. Letter to Family of Danny Little – Recognition of memorial donations and notice of books ordered
 2. Letter to Kathy Milfajt
 3. Letter to Deb Gunness
- B. Letter to Gabriela Sparacio for donation of funds for a VHS to digital converter

VIII. LIBRARIAN'S REPORT

- A. Librarian's Report

Acting Director L. Jakacki highlighted some of the staff achievements listed in the Librarian's Report. Most notably, the new outreach partnerships and opportunities created by Bilingual Services staff members A. Moreno-Lomeli and M. Puga during the last few months; L. Jakacki and Z. Terrill have become notaries; in December 2020, 171 patrons made technology appointments; a full Preface came out highlighting virtual programming for Dec 2020-Mar 2021 which drastically helped increase the number of patrons attending virtual programs.

President Reilly inquired about the All Library Town Hall Meetings. Acting Director Jakacki talked about how this monthly virtual all staff meeting covers topics such as what occurred at the last Board Meeting, updates to Policies/Procedures, COVID-19 information, and other relevant information for staff to know. Vice President Stone inquired about the attendance and was informed that, on average, 33 of our 39 employees attend the live meeting. This lead Vice President Stone to ask why our staffing was low compared to normal (avg. 45-46 employees), and we discussed the vacancies we have in the library due to the budget and pandemic.

President Reilly inquired about sexual harassment training for the Board of Trustees, and Acting Director Jakacki stated that Illinois State law requires yearly training on this topic. The Board can decide what format that training takes for

themselves.

- B.** Per Capita Grant Requirements *Serving Our Public 4.0*
1. Chapters 9, 10, 11, 12, and 13

Will review at the February 2021 Meeting

- C.** Updates on Projects

Updates provided on:

- Review of Library's Banking Relationship
- Overhead Door Replacement
- FY 19/20 Financial Audit status
- Statement of Economic Interest forms
- Roofing Repairs
- April 2021 Consolidated Elections

IX. EXECUTIVE SESSION

The Board did not go into executive session.

X. OLD BUSINESS

- A.** Updates on Request for Proposals for financial services

Acting Director Jakacki provided the Board with a memo outlining the steps the Library needed to take internally before moving forward with requests for proposals for an unannounced audit and accounting services. The Board was amendable to an adjusted timeline so these activities could be completed.

XI. NEW BUSINESS

- A.** Proposed communications to the McHenry County Department of Health Regarding Vaccine Schedule for Library employees

The Board of Trustees considered this to be a good idea since staff worked closely with the public and offered meal service. The Trustees directed Acting Director Jakacki to send the letter.

- B.** Cell Phone Use by Library Patrons Policy

Trustee Leccese voiced that she felt that cell phones should only be used outside of the main room of the Library to maintain a quiet environment. Acting Director Jakacki shared how patrons often need to use their phones to complete work while using the Library's computers, and not allowing them could be a detriment. President Reilly felt that the policy was redundant as we have a Patron Behavior Policy. Acting Director agreed that all behaviors are covered under that policy. The staff who enforce cell phone use in the Library wanted more specifics to use as guidelines.

Murphy moved and Grala seconded the motion to approve the updated *Cell Phone Use by Library Patrons Policy*

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: Carey
Motion Passed

- C.** Hiring of Library Executive Director
President Reilly explained that a verbal offer was made to Lesley Jakacki and that she accepted. A written offer was also made and accepted. Jakacki will start as Executive Director on January 19, 2021.

Reilly moved and Stone seconded the motion to hire Lesley Jakacki as the new Library Director for the McHenry Public Library District.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: Carey
Motion Passed

- XII. ANY AND ALL OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD**
None

- XIII. ADJOURNMENT**

Stone moved and Murphy seconded a motion to adjourn the meeting at 8:07 p.m.

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone
Nays: None
Abstain: None
Absent: Carey
Motion Passed

Respectfully Submitted,

Approved 02/16/2021

Monica Leccese, Secretary