



**McHenry Public Library District**  
809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

**MINUTES; AMENDED**  
**McHenry Public Library District**  
**Board of Library Trustees**  
**Regular Meeting**

**Date:** February 15, 2022

**Time:** 7:00 P.M.

**Location:** Library Meeting Room West # 136 & Virtual via Zoom

**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. President Reilly reported for the record, that the Board meeting will allow remote participation without a physical quorum present, authorized by Executive Order of the Governor of the State of Illinois, Covid-19 Executive Order Number 7, extended on February 4, 2022.

**Members Present:** Bud Alexander, Delphine Grala, Monica Leccese (Virtual), Susan Murphy, Charles Reilly, Terry Weingart

**Members Absent:** Jill Stone

**Also Present:** Debbie Gunness, Business Manager  
Amy Hodgson, Administrative Assistant  
Lesley Jakacki, Executive Director  
Barb Majka, Circulation Manager  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Zach Terrill, Adult Services Assistant Manager  
Kayla Voegtle, Circulation Clerk

**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 January 18, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the January 18, 2022, minutes. Director Jakacki informed the Board that we do have one edit in the last part under Adjournment where it states 'Murphy moved and Weingart seconded the motion to adjourn', it should say 'meeting' instead of 'hearing'.

Weingart moved, and Alexander seconded a motion to approve the minutes of the January 18, 2022, Regular Board Meeting with correction noted.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

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

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

Treasurer Grala reviewed the Library's financial position and reported that finances look very good to her.

Secretary Leccese requested clarification for NFP Resources. Director Jakacki reported that it is the Non-Profit Resource Center and that the library is sending four managers for four training sessions charged individually as 16 charges.

President Reilly requested clarification as to whether the Blue Cross Blue Shield payment was for the month; Director Jakacki reported it was. President Reilly also inquired about the Eder Casella Technology payment. Director Jakacki said that it was for the monthly payment and the recent replacement of the firewall, which included the cost of the equipment and the time.

Treasurer Grala requested clarification on the Jansen Electronics payment. Director Jakacki reported that Jansen is the company that does the library's security cameras and replaced two of our security cameras. We also had an additional security camera installed at the back of the building.

Murphy moved, and Grala seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for January/February 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, Weingart

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

**VIII. COMMUNICATIONS**

**A. Greg McCormick, Director, Illinois State Library; 2022 Illinois Library Service Areas Map**

Director Jakacki reported that the State Library had put together a tool to help libraries, especially districts, map their boundaries regarding their census numbers. She reported that the new census numbers show our district decreased in population by 1.35% (569 people). Director Jakacki also reported that there are 644 public libraries in Illinois and that our library is the 52<sup>nd</sup> largest in population. Our largest minority group is Hispanic. The new census numbers will affect our Per Capita grants and possibly others.

Secretary Leccese asked if we received more developer fees? Director Jakacki reported we received \$131,000 from the City of McHenry. She also reported that Wonder Lake and the library do not have an agreement for these fees. Trustee Alexander asked if that has always been true or a recent change? Director Jakacki reported that it has been true for as far as she could go back and that she even reviewed their city code, and we are not listed as an organization. President Reilly asked what determines if we get developer fees; Director Jakacki reported that the city would have to agree to it. There was a discussion about whether the library should re-approach Wonder Lake regarding developer fees for future developments.

**IX. LIBRARIAN'S REPORT**

**A. Librarian's Report**

Director Jakacki highlighted the following items: The Libraries Presents held their first event (An Evening with Silvia Moreno-Garcia) and that it was well attended. A patron who attended reported that it was very enlightening, very well presented, and had good questions.

Director Jakacki reported that we hired a new Marketing Manager, Adrian Mesino, who started on January 24<sup>th</sup>. She also noted that *The Preface* was due between the time when Sandra left and Adrian started, so Kathy Lambert came back to layout *The Preface* that comes out later this week and trained Adrian as well.

Director Jakacki reported that two staff members are doing a bilingual book club with District 15 and held their first meeting. Many parents were interested in this, and the staff members reported they had over 50 views.

**B. Updates on Projects**

Director Jakacki reported that the new firewall was installed, increasing our network security and streamlining our network. She also reported that we also created a failover between our AT&T and Comcast lines. This would help us continue offering services if there were any internet outages. Director Jakacki also reported we currently have two AT&T and two Comcast internet lines, and this allows us to drop one of each, which will be a cost-saving to the library.

Director Jakacki reported the boiler is in, and on Thursday, they will start to install the new boiler, which will be about a 2-3 day install.

**X. OLD BUSINESS**

**A. COVID-19 and Masks**

Director Jakacki reported that the mask mandate does drop, from the Governor, on February 28. She noted that the Governor encourages organizations to review their needs and enforce their community needs. She asked the Board what they think about masking/unmasking in the library; do we want to pass our own policy regarding mask usage in the library, or do we want to continue what we've been doing, which is following the Governor's orders?

Trustee Alexander stated he thinks we should drop masks when the mandate drops on the 28<sup>th</sup>. President Reilly asked if there was any pushback from clientele on wearing masks. Director Jakacki reported yes, but that has been from day one and that some people have become more aggressive in their pushback. He also asked if we enforce it aggressively, and Director Jakacki reported that we try not to.

Director Jakacki reported that we received feedback from staff in most departments. For the majority, they all knew that this was coming (the unmasking), but they wanted to know if they could continue to wear masks if they wanted to. She reported that the library would not prohibit anyone from wearing a mask. Some staff has voiced concerns regarding children under the age of 5 and those immune-compromised who cannot or do not get the vaccine; are we providing a safe environment for them? Discussion ensued, and Director Jakacki stated the safeguards at the desks would stay. She also reported that since the beginning of the year in the library, we had seen the most cases and exposure amongst staff that we have seen the whole pandemic.

Secretary Leccese stated she thinks we should follow the Governor and let anyone who wants to wear a mask continue to do so. President Reilly asked her if she would not make it mandatory; she replied no. The decision was made to continue with what we have been doing and follow the Governor's orders of ending the mask mandate on February 28. No action was required.

**B. Cards for Kids Library Card Policy**

Director Jakacki reported that the Illinois State Legislature expanded the non-resident services to include an amendment called Cards for Kids. This allows students in pre-kindergarten through grade 12 who participate in the Federal Free and Reduced-Price Meal Program and who do not live in an area served by a library can get a non-resident library card free of charge.

Murphy moved, and Alexander seconded a motion to adopt the Cards for Kids Library Card Policy.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

**C. Veterans Library Card Policy**

Director Jakacki reported this policy came up at the last meeting. Option **A**, where the Illinois State Legislature put an amendment to the non-resident services to allow those who have been in the military and have a service-connected disability of at least 70% would qualify for a non-resident card free of charge. At the Board's request, Option **B**

eliminates the 70% disability, so it is open to any veteran. Trustee Alexander stated that he does not think we are talking about many people, and Director Jakacki concurred.

Secretary Leccese requested clarification on option **B** regarding the statement about the surviving spouse, which states 'of a disabled veteran', but that option **B** did not specify the veteran had to be disabled. Director Jakacki reported that the amendment does have to include something about the surviving spouse. Therefore, option **B** will be modified to reflect language along the lines of 'An unmarried surviving spouse of a service member is also entitled to a free non-resident card. Eligibility for the unmarried surviving spouse will be determined by death certificate, discharge papers, or any other documentation the Board finds suitable'. Treasurer Grala requested that the final policy be included in next month's Board packet.

Alexander moved, and Weingart seconded a motion to adopt option **B** of the Veterans Library Card Policy with changes noted.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

**D. Disposal of Surplus Property Policy**

Director Jakacki reported that as she is going through the policies and matching up to what the state recommends we have, this is a policy that we do not currently have. This policy reiterates the state statute regarding the disposal of library personal property, which is everything other than real estate.

Murphy moved, and Leccese seconded a motion to adopt the Disposal of Surplus Property Policy.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

**XI. NEW BUSINESS**

**A. Tuition Reimbursement Request from K. Voegtle**

Director Jakacki introduced Kayla Voegtle, who reported that this request would be for a MLS program she would be applying to and begin this fall. Trustee Alexander inquired if there was an agreement that Kayla would work for us for a minimum period. HR Generalist May reported that if an employee left within a specific timeframe (12 months after the last payment), they would need to reimburse the library.

Grala moved, and Weingart seconded a motion to approve Kayla Voegtle's request for the tuition reimbursement program.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

**B. Fleet Safety Policy**

Director Jakacki reported that our new insurance carrier recommends this policy. The library has not collected driver licenses, insurance cards, or motor vehicle records, but the insurance carrier wants us to have more compliance in this area. Director Jakacki reported that we reviewed some policies and worked with HR Source in creating this policy. She noted that Trustee Alexander requested a correction on page 38 (the first page of the policy, the fourth bullet point from the bottom) from 'to closely' to 'too closely.' Trustee Weingart inquired if the library is asking for a copy of an employee's auto insurance? Director Jakacki reported that on the bottom of page 40 under 'Privately Owned Vehicles Use,' the second bullet point is 'Employees must provide Administration with a copy of their current insurance card.' Director Jakacki reported we have auto insurance for the vehicle(s) we own and only have one staff member driving the library-owned vehicle(s).

Murphy moved, and Alexander seconded that we pass the Fleet Safety Policy with the correction on page 38 noted ('too' closely).

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

**XII. EXECUTIVE SESSION**

**A.** 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

An executive session was held.

Alexander moved and Murphy seconded a motion to enter Executive Session at 7:58 p.m.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

Murphy moved and Grala seconded a motion to leave Executive Session at 8:40 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

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

**XIV. ADJOURNMENT**

Weingart moved and Alexander seconded a motion to adjourn the meeting at 8:43 p.m.

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

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

APPROVED by the Board of Trustees this 19<sup>th</sup> day of April, 2022.

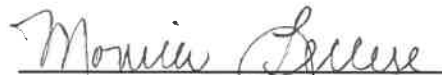
AYES: 7 - Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

NAYES:  $\emptyset$

ABSTAIN:  $\emptyset$

ABSENT:  $\emptyset$

Respectfully Submitted,



Monica Leccese, Secretary

McHenry Public Library District Board of Trustees