



McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: June 20, 2023

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. **CALL TO ORDER** – Charles Reilly, President
President Reilly called the regular meeting to order at 7:00 p.m.

II. **ROLL CALL** – Monica Leccese, Secretary

Members Present: Bud Alexander, Monica Leccese, Charles Reilly, Terry Weingart

Also Present:

Lesley Jakacki, Executive Director
Abdullah Khan, Partner, Illinois NFP Audit and Tax, LLP
Michele Madsen, Resident
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Thomas Sutliff, Resident
Zach Terrill, Adult Services Manager
Diane Waltmire, Resident

III. **PLEDGE OF ALLEGIANCE**

IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**
None.

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

VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary
A. Approval of Minutes of the May 16, 2023, Regular Meeting.

Secretary Leccese informed the Board that she found no corrections needed to the minutes of the May 16, 2023, Regular Meeting.

Alexander moved, and Weingart seconded a motion to approve the Minutes of the May 16, 2023, Regular Meeting.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None
Motion Passed

VII. TREASURER'S REPORT –Terry Weingart, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for May/ June 2023, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Weingart walked the Board through the financial reports reflecting 11 months through the fiscal year focusing on the budget vs. expenditures. There was a question about the low spending for digital services compared to the budget. Director Jakacki stated that many of our renewals occur in the last month of the fiscal year or during the audit one year of multi-year contracts is assigned to that budget. She also inquired about the large payment to Park Ridge Public Library. Director Jakacki explained that Park Ridge Library handles all the finances for the North Suburban Digital Consortium (OverDrive), and that is our annual payment for collections.

President Reilly inquired if we needed to look into moving surplus funds into the Special Reserve fund. Director Jakacki stated that we budgeted for a small amount this year and have the funds to make that transfer.

Treasurer Weingart recommended that we review and update our Special Reserve Fund ordinance and begin to make a project list with dollar amounts attached for what we plan to use the funds for.

Leccese moved, and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for May/June 2023, Additional Bills (Distributed night of the meeting), and Petty Cash and Credit Card Reports.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

- A.** Letter from Alexi Giannoulis, Illinois Secretary of State and State Librarian— FY2023 Per Capita Grant Award Letter

B.

Director Jakacki shared that we received our Annual Per Capita grant award letter and were awarded the same amount as last year. We use the funds to help us continue to meet the standards identified in *Serving Our Public 4.0*.

- C.** Letters from Greg McCormick, Director of the Illinois State Library regarding Board vacancies

Letter from Director McCormick acknowledging the trustee vacancy notifications sent to his office and reminding the Board about the new statutes regarding filling vacancies.

- D.** Alexi Giannoulis, Illinois Secretary of State and State Librarian; Signing of Public Act 103-0100 regarding book banning and state grants.

Press release from the Illinois Secretary of State office regarding Governor Pritzker's signing of Public Act 103-0100 regarding book bans by Library Boards and state funding. We seek additional guidance from the Illinois State Library, ILA, and RAILS before updating our policies.

- E.** Letter from Wayne Lela
- F.** Letter from Bob Boerman
- G.** Letter from Marion Reinke

The Board of Trustees reviewed the letters from Lela, Boerman, and Reinke that voice concerns about LGBTQ+ representation in the Library's materials and programs.

After reviewing and discussing the letters, materials, and program in question, the Board reiterated that positive representation of the diverse members of our community is part of the Library's mission as stated in our Mission and Diversity, Equity, and Inclusion Statements aligned with our collection development policies.

The Board will continue to review the Library's Collection Development policies at upcoming meetings.

IX. LIBRARIAN'S REPORT

- A.** Librarian's Report

Director Jakacki shared the following items from the Librarian's Report.

- The month of May is typically one of our quieter ones as staff prepares for summer reading.
- Since the May meeting, the StoryWalk had been damaged again; luckily, everything was repairable. The Northwest Herald had an article about the vandalism, and as of right now, it has stopped.
- In the past few weeks, we have hired six new staff members.

- B.** Updates on Projects

Director Jakacki shared the following project updates

- New Microfilm readers installed in the Local History Room.
- New water fountains by the back restrooms will be replaced.

X. OLD BUSINESS PART I

- A.** Resolution No. FY 2022/2023-10 Honoring Trustee Susan Murphy
No Action Taken.

XI. NEW BUSINESS PART I

- A.** Ordinance No. FY 2022/23 -11 Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2023/24

Director Jakacki stated the calendar of meetings had kept meetings on the third Tuesday of every month at 7:00 pm except for the April 2024 meeting, which was moved to the following day due to the Library being a polling place.

Weingart moved, and Leccese seconded a motion to approve Ordinance No. FY 2022/23 -11 Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2023/24

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Appointment of trustees to approve the FY 2022/23 Secretary's book

Weingart moved, and Reilly seconded a motion to appoint Vice President Alexander and Secretary Leccese to review the FY 2022/23 Secretary's book and bring their recommendation to the July 2023 Regular Meeting.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XII. OLD BUSINESS PART II

A. Financial Audit Proposals

Abdullah Khan, a partner from Illinois NFP Audit and Tax, LLC, joined the meeting virtually to introduce himself and his firm and answer any questions about his firm's proposal for the Library's FY 22/23 financial audit.

President Reilly inquired if the firm had familiarity working with our accounting firm, to which he responded that they have worked on many audits of Governmental Accounting's clients.

President Reilly also inquired what the turnaround time is for the draft audit to be presented after the fieldwork is completed and if they could meet the FY22/23 completion deadlines. Mr. Kahn reported that typically it takes a month for a draft to be issued after the fieldwork is completed, and yes, he does not foresee any issues with meeting the December deadline.

Treasurer Weingart asked how quickly the fieldwork could begin, and Mr. Khan stated it depended on when the engagement letter was signed and the times they had available.

Director Jakacki stated that after reviewing three final proposals and speaking to the firms, she would recommend to the Board that the Library move forward with Illinois NFP Audit and Tax, LLC.

Alexander moved, and Leccese seconded a motion to approve the letter of engagement from Illinois NFP Audit and Tax, LLC for the Library's financial auditor.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XIII. EXECUTIVE SESSION

Reilly moved, and Alexander seconded a motion to enter into Executive (closed) session at 7:39 p.m. for the following purpose:

The selection of a person to fill a public office, as defined in this 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. in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(3).

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

Alexander moved, and Reilly seconded a motion to leave Executive Session at 8:25 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XIV. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

A. Trustee Vacancies and Appointments

Interviews of candidates, T. Sutliff and M. Madsen, for Trustee vacancy

Reilly moved, and Alexander seconded a motion to appoint Michele Madsen and Thomas Sutliff to the Library's Board of Trustees to fill the two expired term vacancies for two years until the 2025 election.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XV. NEW BUSINESS PART II

A. Policies

1. Jury and Court Duty Leave Policy- Revised

Director Jakacki reviewed the changes proposed to the Jury and Court Duty Leave Policy for personnel. Changes included standardizing language among policies, not requiring a staff member to bring in their jury duty payment to be paid for the day, defining what happens when an employee is "on-call," and if an employee is a participant in a court case.

Vice President Alexander questioned why we put a limit on the number of paid days for someone serving on jury duty. Director Jakacki stated the change was recommended when reviewing industry standards for this type of policy and to limit possible financial obligations. President Reilly felt that no one should be penalized for performing their civil duty.

Discussion ensued to remove the following language from the proposed policy: "for a maximum of 10 workdays" . . . "Any remaining time not covered by this policy will be unpaid, and the employee can use accrued vacation or personal time. " struck from the revised policy.

Weingart moved, and Leccese seconded a motion to approve the revised Jury and Court Duty Leave Policy with "for a maximum of 10 workdays" . . . "Any remaining time not covered by this policy will be unpaid, and the employee can use accrued vacation or personal time. " struck from the revised policy.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Voters Leave Policy- Revised

Director Jakacki reviewed the proposed changes to the Voters Leave Policy for staff. These included matching the language in IL State law regarding policy and procedural changes and mentioning the use of personal time.

Leccese moved, and Alexander seconded a motion to approve the Voters Leave Policy.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. FY 2023/2024 Operating Budget

Director Jakacki inquired if there were any questions regarding the proposed FY 23/24 operating budget or the accompanying notes.

She stated that the budget does list any cash in hand as of 5/31/2022 for possible transfers to the Special Reserve Fund. However, if you remove the cash in hand, the proposed expenditures are slightly less than the proposed revenues for the year, making it a balanced budget. The proposal indicates if the budget increased or decreased compared to FY22/23, and the notes explain any substantial changes--.

One of the most significant changes is the revenue proposed if the Library begins to offer license plate renewal services. We would take in the payment for the license plate renewal along with a convenience fee. The Library would pass along the license plate renewal fee and be able to keep the convenience fee as revenue. A draw to offering this service is to increase walk-in traffic of many community members who do not regularly use the Library.

Weingart moved, and Alexander seconded a motion to approve FY 2023/2024 Operating Budget

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

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

XVII. ADJOURNMENT

Reilly moved, and Leccese seconded a motion to adjourn the meeting at 8:49 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 18th day of July, 2023.

AYES: Co- Alexander, Leccese, Madsen, Reilly, Sutliff, Weingart

NAYES: Ø

ABSTAIN: Ø

ABSENT: Ø

Approved,
Monica Leccese
Monica Leccese, Secretary
McHenry Public Library District Board of Trustees