



McHenry Public Library District
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MINUTES
McHenry Public Library District
Board of Library Trustees Regular Meeting

Date: June 15, 2021
Time: 7:00 P.M.
Location: Library Meeting Room #135 and Virtual

I. CALL TO ORDER

A. President Reilly called the meeting to order at 7:01 p.m.

II. ROLL CALL

A. Roll was called and a quorum was established

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

Also Present: Debbie Gunness, Business Manager; Denise Grandon, IT Specialist; Jennifer May, HR Generalist; Kathy Lambert, PR Manager (remotely); Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Executive Director; Pam Strain, Public Services Manager (remotely); Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

A. Director Jakacki stated that item E, "Main Water Line Repair and Library Closure for Repair," under section XII had been changed to a project update.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comment.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the May 18, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the May 18, 2021 Secretary's report.

Stone moved and Murphy seconded a motion to approve the minutes of May 18, 2021, Regular 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 May/June 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Treasurer Grala reviewed the balance sheet highlighting the expenses and revenue for the month and YTD. She found that the monies of property tax received was still low for only having one month left in the fiscal year. Director Jakacki informed the Board that we received large property tax payments at the beginning of June that would not show on these financial reports as the reports are dated 5/31/2021.

President Reilly and Vice President Stone questioned the period covered by the Blue Cross/ Blue Shield invoice. Business Manager Gunness state that it is for one month. Director Jakacki commented that health insurance is the largest budget item after salaries, which Treasurer Grala pointed out the year-to-date spending for insurance.

Murphy moved and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for May/June 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.** Castlebrook Law, P.C. regarding estate of Roberta Kriese

Director Jakacki informed the Board about receiving funds from the Roberta Kriese estate. The staff remembers Ms. Kriese, and we are reaching out to the family to learn more about her and her wishes.

Director Jakacki also informed the Board that we recently received news that our bank First Midwest Bank is merging with Old National Bank and will be called that going forward.

Information about new residential developments in Wonder Lake, StoneWater, and an apartment complex in McHenry was passed out. These will bring more residents into our district.

IX. LIBRARIAN'S REPORT

- A.** Librarian's Report

Highlights from the June Librarian's Report were brought to the Board's attention.

- We sent out an RFP to accounting firms specializing in governmental accounting, and we have received six proposals. Director Jakacki and Business Manager

Gunness will interview the top three firms and bring our recommendation to the Board.

- Emily Bily, Adult Services Librarian, has resumed services to homebound patrons and some of the local senior centers which had not been accepting outside visitors during the pandemic
- Six members of the Circulation Department attending the virtual Reaching Forward Conference this year. It is the largest library conference for paraprofessionals in the state. Circulation staff member Lisa Horist was on the planning committee for this year and helped vet presenters for the conference.

B. Updates on Projects

Director Jakacki provided updates on the following projects

- Updated security alarm system installed 5/24/21 to update our 20+-year-old system.
- New Wireless Network was installed 6/7/21 to provide better and more consistent WiFi signals in the building and the parking lot. This upgrade was funded through the Illinois State Library's LSTA Grant: Digital Network Access.
- The windows and façade were power washed in late May
- The new overhead garage door is at the installer having the mail slot installed. The new door will be installed at the Library by the end of June

X. EXECUTIVE SESSION

No executive session was held

XI. OLD BUSINESS

A. COVID-19 Library Reopening Plans and Mask Mandates

Discussion ensued regarding the mask-wearing policy. Staff's comfortability around unmasked patrons was inquired about. Illinois Department of Public Health recommends that vaccinated individuals are not required to wear a mask indoors, and that non-vaccinated individuals follow mask-wearing guidelines. Trustee Alexander inquired if a policy like that would invite arguments from patrons. Director Jakacki stated that current complaints had arisen because we required all patrons to wear masks and not following Illinois Department of Public Health recommendations. By following the recommendations and having patrons follow them in good faith should alleviate much of the frustration.

Alexander motioned, and Grala seconded a motion that vaccinated individuals are not required to wear a mask in the Library and that non-vaccinated individuals are to follow Center of Disease Control and Illinois Department of Public Health recommendations on mask-wearing while in the Library.

Roll Call vote:

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

Nays: None

Abstain: None
Absent: None
Motion Passed

B. Trustee Vacancy

Director Jakacki stated that we posted information that the Board of Trustees was accepting applications to fill the trustee vacancy until July 15, 2021. This information was posted on our e-newsletters, website, and social media.

XII. NEW BUSINESS

A. Election of officers: President, Vice President, Secretary, and Treasurer

President Reilly announced the slate of officers to be voted upon as:

- President: Charles T. Reilly
- Vice-President: Jill Stone
- Treasurer: Delphine Grala
- Secretary: Monica Leccese

President Reilly called for a voice vote to approve the nomination officers as presented in the Slate of Officers.

Voice Vote:

Ayes: 6- Alexander, Grala, Leccese, Murphy, Reilly, and Stone.

Nays: 0

Abstain: 0

Absent: 0

The ayes have it and the slate of officers have been elected.

B. Recording of membership (secretary's action)

Secretary Leccese announced the McHenry Public Library Board of Trustees for the record as follows:

- President: Charles T. Reilly
- Vice-President: Jill Stone
- Treasurer: Delphine Grala
- Secretary: Monica Leccese
- Trustees: Bud Alexander, Susan Murphy

C. Appointment of trustees to approve the secretary's book

President Reilly appointed Secretary Leccese and Trustee Murphy to review the FY 2020/21 Secretary's Book and report back to the Board at the July 2021 regular meeting. Secretary Leccese and Trustee Murphy will work with Director Jakacki to set up a time for review.

D. Fiesta Day Parade- Library Closure July 18, 2021

Director Jakacki informed the Board that we have a walking entry for the Fiesta Day Parade. In the past, the Library would close on Fiesta Day Parade for more staff to

participate. President Reilly asked about how busy the Library has been in the past on that day, and we stated that it is typically one of our slowest days.

Murphy moved and Alexander seconded a motion to close the Library on Sunday, July 18, 2021 so Library staff could participate in the city's Fiesta Day Parade.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Main Water Line Repair and Library Closure for Repair

Director Jakacki updated the Board on issues we were having with a leak in our main water line inside the building. It was determined that a coupling was failing at a t-joint and needed to be replaced. Unfortunately, this would necessitate turning off the Library's main water supply. Luckily, we were able to schedule the work early in the morning on June 16, 2021, and the work was completed before opening, so there was no inconvenience to patrons.

F. Policy Update: Employee Illness Reporting

Director Jakacki informed the Board that minor changes were needed for the Employee Illness Reporting Policy. However, due to recent reorganization in our Public Service Departments, the most significant change we needed to change the person staff report to from "Youth Services Manager" to "Food Facility Person-in-Charge."

Leccese moved and Grala seconded a motion to approve the updated Employee Illness Reporting Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

G. FY 2021/2022 Staff Salary Options

Director Jakacki presented two options for staff salary increases for the FY 2021/22 that would fit within our current budget by utilizing the savings from benefits costs by moving to a more part-time workforce provides us a better opportunity to address salary market values. President Reilly inquired as to which option the Library preferred, and Director Jakacki provided the positives of each option. Option 1 budgets for a 1.3% cost-of-living increase to all eligible staff. This option would allow us the flexibility to hire additional part-time staff if needed. Option 2 budgets for a 1.3% cost-of-living increase to all eligible staff and starts the lowest pay scales for certain positions to \$15.00 ahead of the 2024 minimum wage increase. This would help with employee retention and recruitment. Trustee Alexander asked if the Library does not have the authority to increase pay based on merit, and Director Jakacki stated that we did, but what option 2 would do is also

change the pay scales. Then we could address compression of the pay scale going forward. HR General May also spoke to the recruiting and rendition aspects for option 2. Treasurer Grala mentioned that moving forward with the \$15.00 starting wage is about 30 months ahead of schedule to comply with the State of Illinois requirements.

Reilly moved and Leccese seconded a motion to approve Option 2 of the presented salary options.

Roll Call vote:

Ayes: Leccese, Reilly, Stone

Nays: Alexander, Grala, Murphy

Abstain: None

Absent: None

Motion Failed

Alexander moved and Murphy seconded a motion to approve Option 1 of the presented salary options.

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

H. Approval of FY 2021/2022 Operating Budget

Director Jakacki presented the FY 2021/2022 operating budget. Secretary Leccese asked if the budget includes enough funds for IT expenditures. Director Jakacki stated that we created a document tracking IT expenditures this past year, and we also reassigned some expenditures into the Staff-Automation budget. The amount proposed is based on this. Secretary Leccese also inquired if we budgeted for outsourcing the monthly accounting. Director Jakacki stated funds were moved from the Salaries budget to 8410-100: Accounting, Payroll & Audit Services line for that service.

Treasurer Grala questioned the funds earmarked for transfer to the Special Reserve Fund. Director Jakacki explained that we were setting aside funds to reimburse monies use from the fund.

Murphy moved and Grala seconded a motion to approve the FY 2021/2022 Operating Budget

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

I. Adoption of ordinance 2021/2022-1: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2021-2022

Leccese moved and Grala seconded a motion to adopt of ordinance 2021/2022-1: an Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2021-2022

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

J. Scheduling a public hearing for the Annual Budget and Appropriations Adoption

Reilly moved and Leccese seconded a motion to scheduling a public hearing for the Annual Budget and Appropriations Adoption on Tuesday, August 17, 2021 at 7:00 p.m. in the Meeting Room #135 of the McHenry Public Library District

Roll Call vote:

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

Nays: none

Abstain: None

Absent: None

Motion Passed

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

XIV. ADJOURNMENT

Murphy moved and Stone seconded a motion to adjourn at 8:45 p.m.

Roll Call vote:

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

Nays: None

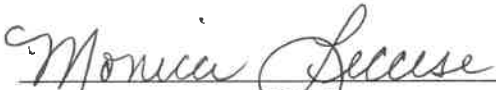
Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 20 day of July, 2021

Respectfully Submitted,


Monica Leccese, SECRETARY
BOARD OF LIBRARY TRUSTEES