



**McHenry Public Library District**  
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McHenry, Illinois 60050  
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**MINUTES**  
**McHenry Public Library District**  
**Board of Library Trustees**  
**Regular Meeting**

**Date:** January 18, 2022

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

**Location:** Library Meeting Room West # 136

**I. CALL TO ORDER** – Vice President Jill Stone

Vice President Stone called the regular meeting to order at 7:00 p.m. Vice President Stone announced that Trustee Murphy would be serving as Secretary pro tem and Vice President Stone would be presiding in President Reilly's absence.

**II. ROLL CALL** – Debbie Gunness, Business Manager

Roll was called and a quorum was established.

**Members Present:** Bud Alexander, Susan Murphy, Jill Stone, Terry Weingart

**Members Absent:** Delphine Grala, Monica Leccese, Charles Reilly

**Also Present:** Tom Coughlin, Governmental Accounting, Inc  
Debbie Gunness, Business Manager  
Amy Hodgson, Administrative Assistant  
Lesley Jakacki, Executive Director  
Anna Karwowska, Youth Services Assistant Manager  
Barb Majka, Circulation Manager  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical 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** – Susan Murphy, Secretary pro tem

**A.** Approval of Minutes of the November 16, 2021, Regular Board Meeting

Secretary pro tem Murphy informed the Board that she found no corrections needed for the November 16, 2021, minutes.

Alexander moved and Weingart seconded a motion to approve the minutes of the November 16, 2021, Regular Board Meeting.

**Roll Call vote:**

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

**Motion Passed**

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

**A.** Governmental Accounting, Inc quarterly review of finances

Accountant Tom Coughlin reviewed the Library's financial position and gave a quarterly financial outlook. Vice President Stone asked the accountant if he felt the library was in good standing; he reported that the library was. Vice President Stone stated that the circle graphs are explanatory. Trustee Alexander suggested changing the report title to Budget vs. Actual to match the charts. Trustee Weingart inquired why the library was above budget for Building & Auto Insurance. Accountant Coughlin reported that was part of the audit and included a prepaid expense from last year, which pushed it over budget.

**B.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for November/December 2021, Additional Bills and Petty Cash and Credit Card Reports

Weingart moved and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for November/December 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

**Roll Call vote:**

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

**Motion Passed**

**C.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2021/January 2022, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Murphy moved and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for December 2021/January 2022, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

**Roll Call vote:**

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

**Motion Passed**

**VIII. COMMUNICATIONS**

**A.** Letter to Johanna White recognizing donation to Library

Director Jakacki acknowledged the various communications received and sent. Vice President Stone reported that Director Jakacki was considering using Johanna White's donation for staff appreciation in April (National Library Workers Day) since it was donated to honor staff.

**B.** Illinois State Library: FY 2022 Per Capita and Equalization Aid Grant

**C.** Director Jakacki reported that the FY 2022 Per Capita and Equalization Aid Grant is the annual grant the library would receive a specific dollar amount per person in our district. She noted that the population listed on the grant application was based on the 2010 census as the current population for our library district is not available yet. Director Jakacki reported that if that number becomes available before they award the grant, they will award the grant based on that new number.

**D.** TIF District Letters of Support

**IX. LIBRARIAN'S REPORT**

**A.** Librarian's Report

Director Jakacki highlighted the following items: In December 2021 & again in January 2022, the library worked with the IDPH to hold a COVID-19 Vaccination Clinic (December: 48 patrons; January: 118 patrons); AARP will be holding a free Tax-Aide program again this year (February 1-April 14), but it will be more of a drop-off service; the Library is still waiting for the boiler due to supply-chain issues; Curbside service has picked up in popularity the past few months.

**B.** Share A Service: Anna Karwowska, Youth Services Assistant Manager- SKPL (Science Kits for Public Libraries) Grant

Director Jakacki introduced Anna, who did a presentation on the new STEM Kits that the library will be circulating for which funding was received from a \$2,000 grant. Anna reported that STEM stands for Science, Technology, Engineering & Math. Anna said there are over 30 kits available for circulation, including both technology and low-tech items. Vice President Stone inquired what happens if an item comes back damaged. Anna reported it depends on the kit and that if the kit is still useable, the patron would not be charged. Vice President Stone inquired how the children in our district would know about this. Anna reported that information was sent out in the teacher newsletter; it was included in our last library newsletter and the upcoming newsletter, also via our social media and a press release.

**C.** Serving Our Public 4.0- Chapters 9-13

**D.** Updates on Projects

Director Jakacki reported that the boiler is at a standstill. Vice President Stone inquired about the garage door and the newspaper slot. Director Jakacki said they are both

working well. Trustee Weingart asked if Director Jakacki had heard anything from IDOT; she reported that she had not.

**X. OLD BUSINESS**

**A. COVID-19**

Director Jakacki reported that the library had paused on in-person programming except for the AARP program through February when it will be re-evaluated. This was due to the numbers in the county getting high; the exposure our staff has had and having to quarantine or isolate has increased dramatically in the past month and a half and has probably been more than we have had in the past two years. Director Jakacki reported that the majority of programs could be moved to virtual. Director Jakacki also noted that we are still keeping an eye on what's going on with the OSHA Vaccine Mandate, which would pertain to library staff. Vice President Stone asked how many staff we currently have; HR Generalist Jennifer May reported 35.

**XI. 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.

No executive session was held.

**XII. NEW BUSINESS**

Director Jakacki reported that agenda items **B – E** are not time-dependent, we can hold until the February board meeting when we have a fuller board but did ask the board to entertain agenda item **A** because it does have a timeframe for joining the 'Libraries Present' group.

**A. Libraries Present Intergovernmental Agreement**

Director Jakacki introduced Zach Terrill, Adult Services Assistant Manager, who informed the board that the agreement is a group of libraries joining together to do larger-scale virtual programming. There is a one-time fee for 6 months (\$750, due to the size of our budget) which will include one virtual program a month. Zach reported that over 200 libraries have already signed up. Director Jakacki reported that in the past the Friends has given the library money for programming like author talks and author visits, which the library has not been able to do due to the pandemic, so there is still money available from that donation to cover the six-month fee.

Murphy moved and Weingart seconded a motion to approve the Libraries Present Intergovernmental Agreement.

**Roll Call vote:**

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

**Motion Passed**

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

Vice President Stone requested more information about this policy. Director Jakacki explained that it is for kids living below the poverty level who would be prohibited from using a public library because they don't live within a public library district and whose family could not afford the non-resident fee to purchase a library card through reciprocal borrowing. Kids who meet the qualifications could receive a library card from the library that is geographically closest to them at no charge.

**Item tabled until next regular Board Meeting.**

**C. Disabled Veterans Library Card Policy—New**

Trustee Alexander inquired about this policy and how the 70% disability is determined. Director Jakacki informed that it is a new state law and pertains to the Homestead Act, where a Veteran does not have to pay property taxes. Trustee Alexander inquired if we could do away with that and give a card to a Veteran who is less than 70% disabled. Director Jakacki reported some libraries where Veterans can get a library card to the closest geographical library even if they are not disabled. Director Jakacki said that we have the right to expand the policy and offered to revise the policy and come back with it next month.

**Item tabled until next regular Board Meeting.**

**D. Disposal of Surplus Property Policy—New**

**Item tabled until next regular Board Meeting.**

**E. FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19—Updated**

Director Jakacki reported the policy covered the first year of the pandemic then we had two six-month extensions since. She reported we would like to expand it again through June 30, 2022.

Murphy moved and Alexander seconded that we pass the updated FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19 through June 30, 2022.

**Roll Call vote:**

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

**Motion Passed**

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

Vice President Stone reported that she will not be available to attend the February 2022 board meeting.

Trustee Alexander inquired of Director Jakacki to have the flexibility for ongoing Zoom attendance for board meetings. Director Jakacki reported that there are two provisions for remote attendance. The first provision is in our Board Bylaws. The second provision is that the Illinois State Legislature amended the Illinois Open Meetings Act that does allow remote participation if the state or county is under an emergency declaration. However, this provision still requires that we post within 48-hours about the remote participation. Director Jakacki reported that the board could always lobby the state legislature to expand remote participation.

**XIV. ADJOURNMENT**

Murphy moved and Weingart seconded a motion to adjourn the meeting at 8:12 p.m.

Ayes: Alexander, Murphy, Stone, Weingart

Nays: None

Abstain: None

Absent: Grala, Leccese, Reilly

**Motion Passed**

APPROVED by the Board of Trustees this 15<sup>th</sup> day of February, 2022.

AYES: 6 - Alexander, Grala, Leccese, Murphy, Reilly, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 1 - Stone

Respectfully Submitted,

  
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Monica Leccese, Secretary