



McHenry Public Library District
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**McHenry Public Library District
Board of Library Trustees Regular Meeting
(following the Public Hearing)
MINUTES**

Date: Tuesday, August 19, 2025
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

President Reilly called the meeting to order at 7:02 p.m.

Vice President Bud Alexander will serve as Treasurer Pro Tem.

II. ROLL CALL – Monica Leccese, Secretary

A. Roll call

Members Present: Bud Alexander, Victor Jimenez Carrillo, Monica Leccese, Jim O'Hagan, Charles Reilly, Vickie Schutze

Members Absent: Terry Weingart

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Sandra Mendez Barradas, Administrative Assistant
Kathy Milfajt, Technical Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the July 15, 2025, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes of the July 15, 2025 Regular Meeting and found no changes necessary.

Schutze moved, and Alexander seconded the motion to approve the Minutes of the July 15, 2025 Regular Meeting.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

VII. TREASURER'S REPORT – Bud Alexander, Vice President

A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for July/ August 2025, Additional Bills, and Petty Cash and Credit Card Reports

Vice President Alexander stated that he reviewed the July/August 2025 financials and found everything to be in order.

O'Hagan moved, and Jimenez Carrillo seconded the motion to approve the Treasurer's Report.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

VIII. COMMUNICATIONS

A. Letter from Illinois Secretary of State Giannoulas Regarding Enhanced Protections for Illinois Libraries and Librarians

Letter from Alexi Giannoulas, Illinois Secretary of State and State Librarian, informing us about a new law that will allow us to use grants, like the per capita grant, for safety and security measures such as security cameras and silent alarm security checkpoints. This is due to threats that have been made to certain libraries in the State of Illinois over the past year.

President Reilly asked if we anticipate using grant money for this purpose. Director Jakacki stated that the Library already has security measures in place, such as security cameras and silent panic alarms, plus a burglar alarm system, so she doesn't anticipate this being a need. She remarked, however, that as technology improves the Library may consider adding new security technology as it sees fit.

The Board also asked if the Library has received any threats or if there are any security concerns that would merit hiring a security guard. Director Jakacki stated that the Library has received no threats and that the staff is typically able to handle anything out of the ordinary with assistance from the McHenry Police.

B. Letter Regarding Illinois Route 31 Roadway Construction Project from the City of McHenry

Letter from Doug Martin, Director of Economy Development for the City of McHenry, reaching out to all businesses in the area affected by the Route 31 construction project and informing of IDOT's construction schedule as it stands right now.

Trustee O'Hagan wondered if there had been any discussion with Doug Martin regarding this project. Director Jakacki stated that nothing needing to be discussed with the city has come up yet but remarked that since traffic will be reduced in the area, staff is already planning possible ways to do outreach and make materials accessible outside of the Library to the communities it serves.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, attendance was almost identical to what it was in July 2024; however, there was an almost 22% increase in library card registrations, computer sessions were up almost 10%, and there was a big increase in use of our scanning machine. Checkout of physical materials was almost identical to last year but statistics for eMaterials were not available at the time the report was created.

Director Jakacki shared the following updates from the Librarian's Report:

- The Fiesta Days parade was a success, with 29 staff, family members, and Board member J. O'Hagan participating by marching, handing out swag, or waving from the READ float. The highlight of the parade was hearing chants of "Library!, Library! Library!" throughout the crowd.
- New Building Services staff member C. Taylor jumped right into action during his first week, helping secure the Library's parade float decorations and driving the float along the route.
- Adult Services has obtained the very first McHenry County Workforce Center resource kiosk, where patrons can search and apply for employment, as well as apply for SNAP, unemployment, housing, vocational rehab, and other common assistance.
- Our 2025 Summer Reading Program, Color Our World, was a huge success. Adult Services had 275 participants and Youth Services had 570 participants.
- An article from the Northwest Herald about the Per-Capita Grant McHenry County libraries received.

B. Staff Report- Northern Illinois Genealogy Conference

T. Hillier, Local History and Genealogy Librarian in Adult Services, attended the Northern Illinois Genealogy Conference at McHenry Community College. Some of the lectures he attended were Intro to Genealogy and Sensational Deaths, where tragedies that happened in the Chicagoland area were discussed.

X. OLD BUSINESS

A. Approval of the FY 2024/25 Secretary's book

Vice President Alexander and Secretary Leccese confirmed that they have reviewed the FY 2024/25 Secretary's Book for completeness and found it to be in order.

Jimenez Carrillo moved, and Schutze seconded the motion to approve the FY 2024/2025 Secretary's Book.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

B. AmeriCorps Seniors of Kane, Kendall & McHenry Counties Memorandum of Understanding

This Memorandum of Understanding was brought to the Board at the July 2025 meeting. The Board had asked for some clarification regarding who would be doing background checks on AmeriCorps Seniors volunteers. AmeriCorps updated the memorandum reflecting that the Library would be doing the background checks and that they would be held within the organization which is in the version being presented.

O'Hagan moved, and Schutze seconded the motion to approve the AmeriCorps Seniors of Kane, Kendall & McHenry Counties Memorandum of Understanding.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

XI. NEW BUSINESS

A. FY 2025/2026 Budget

1. Adoption of Ordinance No. 2025/2026-02: Combined Annual Budget And Appropriation Ordinance For The McHenry Public Library District For The Fiscal Year Beginning July 1, 2025 And Ending June 30, 2026

Director Jakacki shared the tentative version with the Board at the June 17, 2025 meeting. She informed the Board that nothing has changed since the tentative version was shared.

2. Certificate of Estimated Revenues by Source FY 2025-2026

Certificate that Treasurer Weingart will sign off on certifying that the estimate of revenue that the Library provided in the budget and appropriations ordinance is broken down by source and that the Library feels confident in its accuracy.

Alexander motioned, and Leccese seconded the motion to approve the Adoption of Ordinance No. 2025/2026-02: Combined Annual Budget and Appropriation

Ordinance for The McHenry Public Library District for The Fiscal Year Beginning July 1, 2025 And Ending June 30, 2026, and the Certificate of Estimated Revenues by Source. FY 2025-2026.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

B. FY 2024/25 Illinois Public Library Annual Report (IPLAR) Acceptance

The Illinois Public Library Annual Report is a report that must be filed within 90 days of the end of the fiscal year with the state library. It compiles information such as budget breakdowns, programming and circulation numbers, etc.

Leccese moved, and Schutze seconded the motion to accept the FY 2024/25 Illinois Public Library Annual Report (IPLAR).

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

C. 2026 In-Service Dates Request for Library Closure

Memorandum from the In-Service Committee asking for Library closure on six dates in 2026 in order to have staff training. Staff trainings are either in the morning or afternoon, with two full days per year. Director Jakacki clarified that the full-day June 2026 In-Service day will be on a Saturday so the staff can attend the exhibits from the American Library Association Annual Conference in Chicago, and the full day in December includes the holiday staff appreciation lunch.

Jimenez Carrillo moved, and Leccese seconded the motion to approve the 2026 In-Service Dates Request for Library Closure.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

D. Policies

1. Reasonable Accommodations

Revision to the Library's current reasonable accommodations policy to include updates in pregnancy and religious accommodations.

Jimenez Carrillo moved, and O'Hagan seconded the motion to approve the revision to the reasonable accommodations policy.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

2. Payroll

Update to the Library's payroll policy as we move to Paylocity and become more automated with our payroll process. Currently, employees are paid 10 days after payroll closes, which is the policy that was used when the Library used to do paper payroll. The Library would like to pay employees in a faster manner which is why the day of the week employees are paid has been removed to allow us to be more responsive to the changes in how fast payroll could be processed.

Trustee O'Hagan had a concern about some of the language used in the updated policy regarding working with an employee if they are largely overpaid. His concern was that the responsibility would fall fully on the Library, when in his experience it is typically banks that make this error. After discussing the matter further, the Board agreed that the word "will" should be changed to "may" in the last sentence of the third paragraph under the Guidelines and Practices for Implementation section of the proposed Payroll Policy update.

O'Hagan moved, and Jimenez Carrillo seconded the motion to approve the updated Payroll Policy as modified.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

3. Travel Expenses

Travel expenses, training, and membership all used to be under one policy and have now been split into a Travel Expenses policy and a separate Training & Membership policy. The Travel Expenses policy was nine years old and has been updated to make it more clear what expenses are covered and how expenses are approved. It was also updated to include newer services such as ride sharing, which didn't exist when the policy was last updated.

Schutze moved, and Leccese seconded the motion to approve the updated Travel Expenses policy.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

4. Training and Membership

The Training and Membership policy was split from the Travel Expenses policy and was updated to make much clearer what memberships the Library will pay for our staff, how it is determined who will attend workshops, what procedures need to be followed when intending to attend a multi-day workshop or a workshop that is out-of-state, and how approvals are handled for the training or membership costs.

Jimenez Carrillo moved, and Leccese seconded the motion to approve the Training and Membership policies.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

E. Adult Services Programming

The Board had previously requested to be informed whenever the Library intends to offer a program that may elicit patron concerns before the program is advertised. M. Spaargaren, Adult Services manager, has been working with PFLAG (Parents, Families and Friends of Lesbians and Gays) of McHenry County to offer a book group and wanted to inform the Board and see if there were any concerns about moving forward with it.

Secretary Leccese had a question about how often this book club would be held. Director Jakacki informed her that Adult Services will be trying out the first meeting, seeing what the feedback is and from there, determining how often it should be held after that.

The Board had the opportunity to review the program and expressed no reservations about moving forward with the program.

F. Proposed Projects from the Special Reserve Fund

In May of 2024, Director Jakacki provided the Board with a list of potential projects to use the Special Reserve funds for. Since some money has been moved to the Special Reserve Fund and this was discussed over the last few Board meetings,

Director Jakacki has updated the list of proposals and informed the Board where the Library is on some of the items.

No action was taken on this matter.

XII. EXECUTIVE SESSION

The Board did not enter Executive Session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

None.

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

XV. ADJOURNMENT

Jimenez Carrillo moved, and Schutze seconded the motion to adjourn the meeting at 8:32 p.m.

Roll Call Vote:

Ayes: Alexander, Jimenez Carrillo, Leccese, O'Hagan, Reilly, Schutze

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

APPROVED by the Board of Trustees this 16th day of September, 2025

AYES: 5- Alexander, Jimenez Carrillo, Leccese, O'Hagan, Schutze

NAYS: Ø

ABSTAIN: Ø

ABSENT: 2- Reilly, Weingart

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary