



**McHENRY PUBLIC  
LIBRARY DISTRICT**  
WISDOM • KNOWLEDGE • DREAMS

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

**Date:** Tuesday, September 16, 2025  
**Time:** 7:00 p.m.  
**Location:** Meeting Rooms #135 & #136

**I. CALL TO ORDER – Bud Alexander, President Pro Tem**

Vice President Alexander called the meeting to order at 7:05 p.m.

Vice President Bud Alexander will serve as President Pro Tem.

Trustee Jim O'Hagan 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, Vickie Schutze

**Members Absent:** Charles Reilly, 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 August 19, 2025, Budget and Appropriation Public Hearing

**B.** Approval of Minutes of the August 19, 2025, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes of the August 19, 2025, Budget and Appropriation Public Hearing and the Minutes of the August 19, 2025, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

**VII. TREASURER'S REPORT – Jim O'Hagan, Treasurer Pro Tem**

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

Trustee O'Hagan stated that he reviewed the August/September 2025 financials and found everything to be in order.

Schutze moved, and Leccese seconded the motion to approve the Treasurer's report.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

**VIII. COMMUNICATIONS**

**IX. LIBRARIAN'S REPORT**

**A.** Librarian's Report

Director Jakacki shared that in the statistical infographic, attendance was up slightly but program attendance went down. In 2024, there was some virtual programming that got a lot of plays, which was not the case this year, and this is why program attendance decreased. There was a 10% decrease in use of physical materials, but use of digital materials increased by 8%. Computer sessions held steady from last year to this year and use of our databases went up by 61%.

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

- At the end of August, the Vernon Area Library District joined CCS as the 32<sup>nd</sup> library in the consortium.
- L. Martinez has joined the Adult Services team as our new Digital Services Librarian. She will be working with our databases and will be doing many of our technology training courses.
- In August, we had our Shredding Event in conjunction with Johnsborg Public Library and the Moose Lodge. Over 100 cars showed up, making this a very successful event.

- J. Sullivan and C. Taylor from the Building Services staff have been organizing the workshop area and assessing the functionality of tools and equipment in the area. This will make it easier for them to find tools and supplies, know that their equipment is in working order, and will help streamline the process as we begin asset tagging building services equipment.
- In August, we had a full-day In-Service meeting where MCC's Talent Impact Center did a presentation on "Accountability in Action" for all staff. We also had our annual Fire Safety Training and Drill as well as a presentation by Live4Lali, an organization that advocates for substance use disorder prevention and Narcan training, which equipped staff with the knowledge to recognize drug overdose symptoms and respond appropriately during patron emergencies.
- We have six new staff members starting in September, including four new circulation clerks, with two of them being bilingual, a Youth Services Library Associate, and a Circulation Manager.

**B. Illinois Library Standards**

Every year for the past four years, we have had to go over the *Serving Our Public 4.0* standards as a requirement of the Per Capita Grant from the Illinois State Library. These are standards that libraries were asked to work toward and report to the state on their progress. This year, a new version of the standards was released, which includes added levels and 12 standards, a much lower number of standards compared to previous years. Library managers and relevant staff will review selected standard topics to evaluate the Library's current status, share progress, and identify areas for improvement. The Board will then have the opportunity to review the staff's report and provide its own feedback.

**X. OLD BUSINESS**

**A. Capital Projects**

At the August Board meeting, Director Jakacki shared and discussed a list of potential capital projects that the Library is looking forward to completing over the next few months, which includes the Library parking lot. She shared that while talking to the project manager and the City about the kind of work that needs to be done, it was discovered that the work needed is somewhat more extensive due to the age and wear of the parking lot. The decision was made to work with the civil engineer who designed the parking lot in 2011. A public bid process on the work needed is slated for early 2026. Director Jakacki will meet with the city inspector to go over everything the City of McHenry would like adjusted and will verify it with the civil engineer as he draws the plans. The civil engineer will work to have a proposal for the cost of his work at the October Board meeting. Director Jakacki also discussed with the project manager work needed on the Library roof and skylights, and the timeline for the bid process will be the same as for the parking lot work. This will save some costs for the Library as the company will work on all three projects at once.

**XI. NEW BUSINESS**

**A. National Friends of the Library Week Proclamation**

Every year the Board proclaims a National Friends of the Library week. This year, it will be the week of October 19-25. Director Jakacki provided the Board with a copy of the proclamation and invited them to the Friends of the Library meeting on September 18 to deliver the proclamation.

O'Hagan moved, and Schutze seconded the motion to approve the National Friends of the Library Week Proclamation.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

**B. Facilities Assessment Proposal Approval**

This is a proposal to complete a facilities assessment. This will address any needs the Library building may have over the next few years to help us make decisions regarding maintenance and upkeep, break down the larger portions of the building such as the walls and ceiling, and equipment such as the HVAC and boiler, as well as budget better and save on items that we know we want to proactively replace.

Leccese moved, and O'Hagan seconded the motion to approve the Facilities Assessment Proposal

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

**XII. EXECUTIVE SESSION**

Leccese moved, and Jimenez Carrillo seconded the motion to enter into an Executive (closed) session at 8:07 p.m. for the following purpose:

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

Schutze moved, and Jimenez Carrillo seconded the motion to leave Executive (closed) Session at 8:15 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

**XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

**A. Disposition of Executive Session Minutes and/or Recordings**

**1. Approval and Release of Executive (Closed) Session Minutes**

O'Hagan moved, and Schutze seconded the motion to approve and release the 03/18/2025, 04/15/2025, 05/20/2025, and 07/15/2025 Executive (Closed) Session minutes.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

**2. Destruction of Executive (Closed) Session Recordings**

O'Hagan moved, and Leccese seconded the motion to destroy the verbatim audio recordings of the 09/19/2023 and 11/21/2023 Executive (Closed) Sessions.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly, Weingart

**Motion Passed**

**B. Executive Director Compensation**

No action taken on this matter. Moved to the next regular meeting.

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

**XV. ADJOURNMENT**

Schutze moved, and Jimenez Carrillo seconded the motion to adjourn the meeting at 8:19 p.m.

**Roll Call Vote:**

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

Nays: None  
Abstain: None  
Absent: Reilly, Weingart  
**Motion Passed**

APPROVED by the Board of Trustees this 21st day of October, 2025

AYES: 3- Alexander, Leccese, O'Hagan

NAYS:  $\emptyset$

ABSTAIN: 2- Reilly, Weingart

ABSENT: 2- Jimenez Carrillo, Schutze

Respectfully Submitted,

  
Monica Leccese, Secretary