



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

Date: Tuesday, July 16, 2024
Time: 7:00 p.m.
Location: 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

Roll was called.

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

Members Absent: Nikki Wallace

Also Present: Tom Coughlin, Governmental Accounting, Inc.
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Suzanne W. Yazel, McHenry Resident

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

Suzanne Yazel, McHenry Resident and current employee of the Mt. Prospect Public Library, shared some information regarding Mt. Prospect's robust foreign language collection to be fully integrated into the CCS consortium in October. Yazel also urged the Board to reconsider their stance charging fines.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the June 18, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the minutes of the June 18, 2024, Regular Meeting and found no changes needed.

Alexander moved, and Weingart seconded the motion to approve the Secretary's report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

VII. **TREASURER'S REPORT – Terry Weingart, Treasurer**

A. Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.

Tom Coughlin from Governmental Accounting presented an overview of the FY 23/24 year-end financial report to the Board. The library brought in about \$4,800,000 in revenue for the year and is currently at 97% of the revenue budget, Tom noted that \$850,000 of that total was the transfer to the Special Reserve Fund. Revenue was up 32% compared to last year when including the Special Reserve transfer – without the transfer revenue was up 8.8%, mainly driven by a 5% increase in property taxes. Expenses were 65% of budget at about \$2,700,000, a 4% increase over the prior year. The library ended the year with a surplus of \$1,176,425. Tom confirmed that an additional transfer of \$1,150,000 to the Special Reserve Fund is planned for the beginning of FY 24/25. The ending fund balance for the year is \$4,386,411 and the ending book balance for the bank accounts is approximately \$6,300,000.

Secretary Leccese asked Director Jakacki what the impact would be on the surplus amount if the library were to attain the desired staffing level. Director Jakacki replied that the optimal level of staffing is already accounted for in the budget and the surplus amount is truly surplus. There were no other questions from the Board.

Director Jakacki added that MPLD has already received \$1,950,000 in revenue for FY 24/25 and the annual financial audit is scheduled for October 1, 2024.

B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for June/July 2024, Additional Bills, and Petty Cash and Credit Card Reports

Leccese moved, and Alexander seconded the motion to approve the Treasurer's Report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

VIII. **COMMUNICATIONS**

No Communications.

IX. **LIBRARIAN'S REPORT**

A. Librarian's Report

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

- Notable statistics for June included a 9.5% increase in library attendance compared to the prior year. E-materials in the library's collection continue to grow and have increased 25% over last year.
- 178 vehicles attended the Shredding Event that was held in partnership with the Moose Lodge and Johnsbury Public Library on June 8. Vice President Alexander was featured in a photo alongside staff in attendance.
- The all-staff in-service meeting was held on June 21. Jeannie Dilger, Executive Director at the Palatine Library, made a presentation about time management and calendars. Staff also learned about Upping Our Outreach Game – improving the library's presence and patron engagement during events. There was also a presentation from the Alexander Leigh Center for Autism on Helping Youths with Autism Thrive during library visits.
- M. Spaargaren started as the Adult Services Manager on June 3.
- D. Gaudio retired from the library after 15 years of service.
- During the first week of Summer Reading, kids attended the annual Chalk the Walk event and had fun decorating the front sidewalk area of the library.

B. Project Updates

Director Jakacki shared the following project updates:

- Installation of the new public computers is complete.
- The skylight replacements have been ordered and should be available in the next month or so.
- Two replacement emergency doors have been ordered and are expected in October.

X. **OLD BUSINESS**

A. Updates on the Executive Director Job Description Revisions

Director Jakacki informed the Board that she and J. May held a meeting to review comparable descriptions from area libraries. J. May is currently drafting the updated job description.

XI. **NEW BUSINESS**

A. Resolution No. 2024/2025-01: Declaring a Vacancy in The Board of Trustees

Director Jakacki noted a correction to the resolution that was posted. In the second paragraph, the correct language should read, "One vacancy of a 6-year unexpired term".

The Board and Director Jakacki discussed the anticipated timeline and process for filling the vacancy.

Sutliff moved, and Leccese seconded the motion to approve Resolution No. 2024/2025-01: Declaring a Vacancy in The Board of Trustees, as corrected.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

B. Resolution No. 2024/2025-02: Annual Resolution Authorizing Public Library District Non-Resident Cards FY 24/25

Director Jakacki explained to the Board that this annual resolution establishes the fee charged to non-residents for access to MPLD's services. She recommended the library use the Tax Bill Method instead of the General Mathematical Formula.

Secretary Leccese asked what effect the change in calculation method would have on non-residents. Director Jakacki replied that there are not many non-residents but the unserved areas are also close to Cary and Crystal Lake, both who use the Tax Bill Method she's recommending. Meaning the fee would equal the amount calculated based on property tax assessment as if the non-resident geographically lived within the district.

Vice President Alexander asked if this change would impact fee waivers for Veterans. Director Jakacki assured him that this does not impact the fee waivers for Veterans or Cards for Kids.

Weingart moved, and Sutliff seconded the motion to approve Resolution No. 2024/2025-02: Annual Resolution Authorizing Public Library District Non-Resident Cards FY 24/25.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

C. McHenry County GIS Department- Memorandum of Understanding

Director Jakacki explained that the Memorandum of Understanding is the first step necessary in order to ultimately request a customized district border map. The shared borders with Crystal Lake, Cary, and Wauconda and associated demographic data are of particular interest.

Sutliff moved, and Alexander seconded the motion to approve the McHenry County GIS Department – Memorandum of Understanding.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

D. Freedom of Information Act Policy (Updated)

The Freedom of Information Act Policy has been updated to reflect current organization data such as number of employees, annual budget, and Board members. The portion regarding the FOIA request process remains unchanged.

Director Jakacki also noted one error in Section 1(G) that should read "...and a 6-year unexpired vacant term."

Leccese moved, and Sutliff seconded the motion to approve the updated Freedom of Information Act Policy including the correction to Section 1(G).

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

E. Approval of the FY 2023/24 Secretary's book

Secretary Leccese and Vice President Alexander confirmed that they have reviewed the FY 2023/24 Secretary's Book for completeness.

Weingart moved, and Sutliff seconded the motion to approve the FY 2023/24 Secretary's book.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

F. 2025 In-Service Dates Request for Closing

K. Milfajt presented the 2025 In-Service Date document to the Board and first noted that the dates should read 2025 but are incorrectly listed as 2024. She stated that the in-service dates are a mix of full and half days that allow staff to participate in important trainings, like the upcoming fire safety training, team building exercises, hold a holiday celebration, etc.

Alexander moved, and Weingart seconded the motion to approve the 2025 In-Service Dates Request for Closing.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None
Absent: Wallace
Motion Passed

G. Half Price Fines Event Request

Director Jakacki presented the Half Price Fines Event request to the Board. The event would be scheduled for November 1-16, 2024. This provides patrons with the opportunity to pay outstanding fines or fees at half the price. She noted that the event does not include fines or fees incurred from other libraries. As in prior years, payments received during the event will be donated to FISH of McHenry Food Pantry.

Sutliff moved, and Alexander seconded the motion to approve the Half Price Fines Event Request.

Roll Call Vote:
Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart
Nays: None
Abstain: None
Absent: Wallace
Motion Passed

XII. EXECUTIVE SESSION

Sutliff moved, and Leccese seconded the motion to enter into Executive (closed) Session at 7:48 p.m. for the following purpose:

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

Roll Call Vote:
Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart
Nays: None
Abstain: None
Absent: Wallace
Motion Passed

Alexander moved, and Sutliff seconded the motion to leave the Executive Session at 8:19 p.m.

Roll Call Vote:
Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart
Nays: None
Abstain: None
Absent: Wallace
Motion Passed

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Annual Review and Compensation of Executive Director.

During Executive Session the Board agreed on a new rate of compensation for the Executive Director.

Sutliff moved, and Alexander seconded the motion to approve the Executive Director's salary with a 3% merit increase retroactive to June 10, 2024, and the FY 24/25 3% COLA.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

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

Director Jakacki reminded the Board that the Fiesta Days parade is Sunday, MPLD's float is taking shape, and she will be sending out additional information ahead of the event.

XV. ADJOURNMENT

Leccese moved, Sutliff seconded the motion to adjourn the meeting at 8:24 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Wallace

Motion Passed

APPROVED by the Board of Trustees this 20th day of August, 2024

AYES: 5 - Alexander, Leccese, Reilly, Wallace, Weingart

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Sutliff

Respectfully Submitted,


Monica Leccese, Secretary