



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

**McHenry Public Library District**  
809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
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**McHenry Public Library District  
Board of Library Trustees Regular Meeting  
MINUTES**

**Date:** August 20, 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 7:05 p.m.

II. **ROLL CALL – Monica Leccese, Secretary**

A. **Roll Call**  
Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Charles Reilly, Terry Weingart,  
Nikki Wallace (remote at 7:06 p.m.)

**Members Absent:** Thomas Sutliff

**Also Present:** Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Stephanie Nowalk, Administrative Assistant

B. **Approval of Remote Participation for Trustee Wallace**

Reilly moved, and Alexander seconded the motion to approve remote participation for Trustee Wallace.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: Wallace, Sutliff

**Motion Passed**

Trustee Wallace's remote participation in the meeting began at 7:06 p.m.

III. **PLEDGE OF ALLEGIANCE**

IV. **CORRECTIONS OR ADDITIONS TO THE AGENDA**

None.

V. **PUBLIC COMMENT AND RECOGNITION OF VISITORS**

No public comment.

VI. **SECRETARY'S REPORT – Monica Leccese, Secretary**

A. Approval of Minutes of the July 16, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes of the July 16, 2024, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

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

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

Treasurer Weingart shared that July's actual revenue was \$2,075,000 (32% of budget) and actual expenditures were \$214,000 (5% of budget) leaving a surplus of \$1,861,000 at 8% into the fiscal year. She added that she reviewed and had no questions about the check report or credit card expenditures.

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

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

VIII. **COMMUNICATIONS**

Director Jakacki shared a letter from the IL Secretary of State with the Board. The letter was a standard notification regarding the trustee vacancy and included the pertinent responsibilities of the Board.

IX. **LIBRARIAN'S REPORT**

A. Librarian's Report

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

- July's circulation statistics show a decline in the number of physical materials while eMaterials continue to increase.
- MPLD had 25 staff members and 2 family members attend the Fiesta Days Parade. A. Stansbury (Youth Services Manager) and M. Schnaebeler (Building Services Manager) were instrumental in the camping-themed float design and preparation. Swag distributed to parade-goers included branded book-shaped pencils for kids and small sunblock and band-aid kits for adults.
- A. Podborny began her PT Youth Services role.

- Offers were extended and accepted by three new circulation staff members who will begin on 8/27.
- S. Baseley (Youth Services Lead) celebrated her 5th anniversary with MPLD.
- July was the last month of Summer Reading.

**B. Project Updates**

Director Jakacki shared the following project updates:

- The replacement skylights have arrived and are scheduled for installation on Monday, 8/26.
- The exterior replacement doors are due to arrive in October.

**X. OLD BUSINESS**

**A. Updates on the Executive Director Job Description Revisions**

Director Jakacki and J. May are preparing a draft for the Board's review and feedback at the September Board meeting.

**XI. NEW BUSINESS**

**A. FY 2024/2025 Budget**

**1. Adoption of Ordinance No. 2024/2025-03: Combined Annual Budget And Appropriation Ordinance For The McHenry Public Library District For The Fiscal Year Beginning July 1, 2024 And Ending June 30, 2025**

Director Jakacki noted that no changes were made from the previously shared, tentative Ordinance draft. There were no questions or concerns from the Board.

Alexander moved, and Weingart seconded the motion to approve Ordinance No. 2024/2025-03: Combined Annual Budget And Appropriation Ordinance For The McHenry Public Library District For The Fiscal Year Beginning July 1, 2024 And Ending June 30, 2025.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

**2. Certificate of Estimated Revenues by Source FY 2024-2025**

Director Jakacki explained that this document certifies that the expected revenue sources for the FY 2024-2025 Budget are included in the Budget And Appropriation Ordinance.

**B. FY 2023/24 Illinois Public Library Annual Report (IPLAR)**

Secretary Leccese noted a Trustee term date correction was necessary on the report. There were no additional questions or comments on the report.

Leccese moved, and Weingart seconded the motion to approve the FY 2023/24 Illinois Public Library Annual Report (IPLAR), as corrected.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

**C. Policies**

1. Smoke-free Environment Policy- Staff- Revised

2. Smoke-free Environment Policy- Public- Revised

Director Jakacki explained to the Board that the Staff and Public Smoke-Free Environment Policies have been revised and are nearly identical with the exception of guidance for staff pertaining to staff-only areas. The main update to the policies is to extend the smoke-free environment to the property perimeter and retain only a designated smoking area on the South side of the building. The increasing number of outdoor programs, including children's programs, and the presence of smoke at the main library entrance that patrons can be exposed to under the current policy are the main reasons for the policy change.

Leccese moved, and Weingart seconded the motion to approve the Public and Staff Revised Smoke-free Environment Policies.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

3. Introductory Period Policy-Staff- New

J. May (HR Generalist) summarized the new Introductory Period Policy for the Board. The new policy shortens the staff introductory period to 90 days, states that the Disciplinary Policy does not apply during this period, the employee's right to pursue the Grievance Policy is suspended during this period, and extension of this period can be authorized by the Executive Director at their discretion. There were no questions from the Board.

Alexander moved, and Leccese seconded the motion to approve the New Introductory Period Staff Policy.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

4. Library of Things High-Value Waiver and Agreement-New

Director Jakacki explained that there are several high-value items being added to the Library of Things collection for circulation. Staff would like to add this additional acknowledgement to the checkout process and limit access to these items to patrons 18 and older. Similar items are already circulated by surrounding libraries and comparable agreements are in use.

President Reilly voiced his concerns about circulating high-value items without collateral. He agreed to proceed with the proposed process and would revisit the topic if abused. Director Jakacki acknowledged his concern and confirmed that she would bring any issues to the Board's attention.

Alexander moved, and Weingart seconded the motion to approve the New Library of Things High-Value Waiver and Agreement.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

- D. Board of Trustees  
1. Vacancies and Appointments

Director Jakacki informed the Board that no applications were received for the current Board vacancy. MPLD will continue to advertise the vacancy and any applications received will be presented at the next Board meeting.

2. 2025 Consolidated Election

Director Jakacki explained there are four Board positions up for election in April 2025. Petitions can begin circulation and the positions will be advertised.

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**

Leccese moved, and Alexander seconded the motion to adjourn the meeting at 7:39 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

**Motion Passed**

APPROVED by the Board of Trustees this 17th day of September, 2024

AYES: Co-Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

NAYS: Ø

ABSTAIN: Ø

ABSENT: Ø

Respectfully Submitted,

Monica Leccese  
Monica Leccese, Secretary