



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

McHenry Public Library District
809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

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

Date: Tuesday, December 17, 2024
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 7:00 p.m.

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call
Roll was called.

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

Members Absent: None

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

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 November 19, 2024, Regular Meeting
- B.** Approval of Minutes of the November 19, 2024, Levy Hearing

Secretary Leccese stated that she reviewed the minutes of the November 19, 2024, Regular Meeting and the minutes of the November 19, 2024, Levy Hearing and found no changes needed.

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

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None
Motion Passed

VII. TREASURER'S REPORT – Terry Weingart, Treasurer

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

Treasurer Weingart stated that she has reviewed the financial reports and as of November 30, 2024, actual revenue was \$3,992,000, actual expenditures were \$1,183,000, and capital expenditures totaled \$31,000. The current total surplus amount is \$2,778,000. The top three sources of revenue are property taxes, interest, and the Per Capita Grant. The top three operational expenditure categories are personnel, materials/supplies, and miscellaneous expenses. There were no further comments or questions from the Board.

Director Jakacki added that as of the first week in December, the library has received the final property tax disbursement and, therefore, all expected tax revenue for the current fiscal year.

Sutliff moved, and Wallace seconded the motion to approve the Treasurer's Report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Letter to Ted Amelse in Recognition of Donation

Director Jakacki shared a letter to Ted Amelse in recognition of his donation of a solar telescope. The telescope will be available for circulation in the coming months.

B. Letter to FISH of McHenry

Director Jakacki shared a letter to FISH of McHenry regarding the library's donation of \$2,272.25 that was raised during the Half-Price Fines initiative November 1-16.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

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

- Former MPLD Executive Director Arlene Kaspik passed away shortly after the Thanksgiving holiday. Director Jakacki attended the services on behalf of the library and a donation will be made in memoriam in lieu of flowers, as requested by the family.
- Long-serving Friends of the McHenry Public Library member Ethel Huberty also recently passed away. Flowers were sent to the family and Director Jakacki attended the wake on behalf of the library.
- This month's infographic illustrates a 13.9% increase in eMaterials circulation and a 30% increase in computer sessions over last year. She noted that a recent change

in database subscriptions has skewed the statistics in that category. The discrepancy is due to differences in usage calculations by the new vendors.

- The Half-Price Fines event was held from November 1-16.
- Vice President Alexander's nomination papers were submitted without objection for the upcoming election.
- The Friends of the Library held their post-Fall Booksale meeting on November 21. During the meeting, it was mentioned that the Fall Booksale was the most successful to date in terms of funds raised.
- The Vernon Area Public Library's CCS membership was approved in November. They will become the consortium's 32nd library and go live in September 2025.
- Z. Terrill (Digital Services Librarian) has been implementing 1-on-1 tech appointments as a service for patrons. The service has been popular and scheduling is now available on MPLD's website.
- K. Milfajt (Technical Services Manager) and other staff decorated a tree at the McHenry Parks & Rec. department for the Chamber of Commerce's Festival of Trees.
- Automated, bilingual announcements have been recorded and scheduled. This will alleviate the responsibility from staff and provide announcements in Spanish without the need for bilingual staff to be present.
- A. Maiffeld (Youth Services Librarian) began a partnership with McHenry Upper Campus and visited teens during their lunch periods to ascertain what services they would like to see at MPLD. Another visit to the Campus is planned for January.
- Director Jakacki also shared a *Northwest Herald* article that included a quote from T. Hillier (Adult Services Librarian) who is also the Landmark Commission Chairman.

B. Project Updates

Director Jakacki stated that project updates will be shared as New Business.

X. OLD BUSINESS

A. Board of Trustees

1. Vacancies and Appointments

Director Jakacki shared that there have been no applicants.

B. Building Assessment Types

There was no discussion on Building Assessment Types.

C. Library Card Policies for Minors

Director Jakacki stated that the Library Card Policy for Minors is not ready to be presented during this meeting but is expected to be finalized for the January meeting. The delay is due to prioritizing the library's emergency sanitation issue.

XI. NEW BUSINESS

A. Sanitary and Sewer Line

Director Jakacki described in detail the current state of the library's sanitary and sewer lines. She explained that despite consistent preventative maintenance and monitoring there are a variety of line issues throughout the building that are exacerbating the sewage backup problem. The library experienced an emergency close for two days while plumbers restored functionality to the lines. Upon further inspection by multiple professionals, it was clear additional work would be necessary to fully remedy the

persistent issues. Director Jakacki shared the preliminary recommendations from the professionals that inspected the lines and that she expects to have more options and details in the coming days.

The Board and Director Jakacki then discussed the Board's responsibilities, related costs already incurred, and next steps.

B. Home Delivery Policy- New Public Policy

M. Spaargaren (Adult Services Manager) presented the new Home Delivery Policy to the Board. She drafted this policy to formalize the existing service by specifying the terms and conditions. The Board asked some functional questions about the service.

Sutliff moved, and Leccese seconded the motion to approve the Home Delivery Policy.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

C. Program Agreement Form

Director Jakacki presented the revised Program Agreement Form to the Board. She explained that the revisions were necessary to update terms, expand the agreement to cover items that were not previously included, standardize collection of presenter information, and better align with agreements used by other local libraries.

Leccese moved, and Weingart seconded the motion to approve the revised Program Agreement Form.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Records Retention

Director Jakacki explained an issue regarding library records. In 2014, the then Director contracted Toshiba to digitize library documents for permanent retention using the cloud-based software DocuWare. The hard copies of the digitized documents were then destroyed. No application for digitization or destruction was filed with the State at the time and no list of the digitized items was maintained. In July 2024, Director Jakacki could no longer access the account and had difficulty contacting the Toshiba account representative. Toshiba finally communicated that access was disrupted due to their failure to renew the service contract and the representative assured Director Jakacki that the issue had been resolved and the data was safe. Months went by, access to the data was not restored, and attempts to contact Toshiba went unanswered. The account representative eventually responded and informed Director Jakacki that he had been

on a long-term absence and the individual who was charged with servicing his accounts during the absence had failed to do so. When the renewal had been processed in July the account representative was unaware that the data had already been destroyed and was non-recoverable. DocuWare followed European data standards and destroyed the data, considered abandoned after 90 days, without proper notification when the account was not renewed.

Director Jakacki has discussed the events with the State Archive and will be submitting a letter of explanation to have on file for future FOIA requests. K. Krewer (IT Specialist) is reviewing new cloud data storage vendors. Director Jakacki will also request a refund from Toshiba for payments made to keep the account in good standing while attempting to reach a resolution.

E. Trustee Training

1. Annual Sexual Harassment Training

The Board received Sexual Harassment Training that included a presentation from J. May (HR Generalist). She provided pertinent information, legal updates, and related MPLD policies.

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

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

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

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

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

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Sutliff

Respectfully Submitted,

Monica Leccese, Secretary

Monica Leccese