



McHenry Public Library District
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www.mchenrylibrary.org

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

Date: Tuesday, January 21, 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 7:00 p.m.

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call

Roll was called.

Members Present: Bud Alexander, Monica Leccese, Charles Reilly, Nikki Wallace, Terry Weingart (remote at 7:01 p.m.)

Members Absent: Thomas Sutliff

Also Present: Tom Coughlin, Governmental Accounting
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kath Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Michael Schnaebeler, Building Services Manager
John Shales, SMC Construction

B. Approval of Remote Participation for Treasurer Weingart

Alexander moved, and Wallace seconded the motion to approve remote participation for Treasurer Weingart.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

Treasurer Weingart's remote participation in the meeting began at 7:01 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 Corrected Minutes of the November 19, 2024, Levy Hearing
- B.** Approval of Minutes of the December 17, 2024, Regular Meeting

Secretary Leccese stated that she reviewed the Corrected Minutes of the November 19, 2024, Levy hearing and the Minutes of the December 17, 2024, Regular Meeting and found no changes needed.

The November 19, 2024, Levy Hearing Minutes incorrectly listed former Trustee Madsen in the roll call votes. The name was removed as appropriate.

Alexander moved, and Wallace 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.** Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.

Tom Coughlin presented his Quarterly Review to the Board. As of December, the library brought in just over \$4,000,000 (83% of budget) in revenue and operating expenses totaled about \$1,400,000 (31.5% of budget). He added that expenses are up about 5% year over year without concern because personnel expenses were the main driver of the increase. Capital expenses for the year total \$64,464 and the current surplus is \$2,545,798. The ending fund balance is \$6,884,108. Tom stated that the library's financials overall are in good shape.

Director Jakacki confirmed with Tom that, given the library's financial performance this year, he is comfortable recommending the first half of the budgeted transfer from the General Fund to the Special Reserve Fund be made. He added that even after the transfer is made, the current fund balances should be sufficient to cover budgeted expenses for the remainder of the fiscal year as well as any unexpected expenses.

B. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for December 2024/ January 2025, Additional Bills, and Petty Cash and Credit Card Reports

Vice President Alexander asked why a check on the Check Report was marked as void. Director Jakacki explained that the invoice amount was incorrectly entered without shipping charges and needed to be corrected.

Leccese moved, and Alexander 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

A. Correspondence to and from American Legion Auxiliary Unit 491 in recognition of donation

The American Legion Auxiliary Unit 491 in McHenry made donated \$75 to the library for military-related materials. The letter indicated that this year's donation was made in honor of one of the Unit's past Presidents, Cecilia Violet, and requested a title be dedicated to her. The library responded with a letter in recognition of the donation.

B. Correspondence from FISH of McHenry in recognition of donation

A letter from FISH of McHenry was received in recognition of the library's donation from November's half-price fines event.

C. Correspondence to and from the Financial Education Foundation in recognition of donation

The library received a \$1,500 donation from the Financial Education Foundation to purchase materials related to financial education for children or young adults. The library responded with a letter in recognition of the donation.

D. Correspondence to Bear Family McDonald's in recognition of donation

Bear Family McDonald's donated 150 free hot cocoa coupons for individuals who finished the library's Winter Reading event. The library responded with a letter in recognition of the donation.

Director Jakacki also shared a Facebook post with the Board from the Johnsburg Public Library who went fine-free on January 1. Several patrons tagged the McHenry library in comments on the post in support of MPLD also going fine-free.

IX. NEW BUSINESS

A. Sanitary Sewer Lines

1. Review of issues and potential solutions by John Shales, SMC Construction Services

Director Jakacki introduced John Shales from SMC Construction to the Board and explained that she and M. Schnaebeler have been consulting with him regarding the ongoing sanitary sewer line issues. Mr. Shales began by sharing his extensive and long-term history serving multiple library districts in the area. He then briefly described the exploratory work that has already been done to investigate and assess the current state of the library's sanitary sewer lines. Mr. Shales then walked the Board through each area of concern and offered his recommendations for next steps. The Board asked multiple clarifying questions regarding the issues, the potential solutions presented, SMC Construction's proposed role of managing the project, and the project's impact on library operations.

2. Resolution No. 2024/2025-05 Finding an Emergency Exists for the Repair and Replacement of Sanitary Sewer Lines

The Board elected to proceed with Resolution No. 2024-2025-05 following Mr. Shale's presentation of the urgent issue with the Sanitary Sewer Lines.

Leccese moved, and Wallace seconded the motion to approve Resolution No. 2024/2025-05 Finding an Emergency Exists for the Repair and Replacement of Sanitary Sewer Lines.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

3. Construction Management Contract

The Board reviewed the contract for SMC Construction. Mr. Shale verbally added that the fee to ascertain the route and depth of the electrical lines is not to exceed \$3,500.00 in addition to his quoted fees.

Leccese moved, and Alexander seconded the motion to approve the contract with SMC Construction as presented with the addition of the electric line locating fee not to exceed \$3,500.00.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

B. Library Card Policies- Revised

Director Jakacki explained that revisions to the Library Card Policy were necessary to add the portion regarding the ability of teens to self-register with a copy of a parental photo ID, as discussed at a previous meeting. She also noted several other updates that were made in the highlighted sections, including general edits for language consistency.

Leccese moved, and Wallace seconded the motion to approve the revised Library Card Policy.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: None

Absent: Sutliff

Motion Passed

X. OLD BUSINESS

A. Board of Trustees

1. Vacancies and Appointments

Director Jakacki shared that there have been no applicants.

XI. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki share the following updated from the Librarian's Report:

- The December infographic shows a decline in in-person categories that was due to closing for the holidays and the emergency close. The upward trend for eMaterial circulation continues.
- Adult Services staff increased efforts to weed materials, beginning with CDs, to free up space in the library.
- A. Colgan (Adult Services) ran the first Craft & Chat drop-in craft social hour in December.
- The Library Staff's holiday luncheon and in-service day was held on December 13. There was a Reader's Advisory presentation, Disability Awareness Training by JJ's List, a presentation about MPLD's accessibility options by staff, and annual Bloodborne Pathogen training by M. Schnaebele.
- New phones have been installed throughout the library and the new service contract will save the library roughly \$600 per month.
- Director Jakacki shared a thoughtful compliment from a Hilltop Elementary School teacher to B. Salazar (Youth Services) after a well-received recent school visit.
- Director Jakacki also shared some patron comments regarding the inclusion of the Spanish language in MPLD's eNewsletter and Preface Newsletters.

B. MPLD 2024 Wrapped Annual Report

A. Mesino (Marketing Coordinator) compiled a year-end report full of statistics and MPLD highlights. The report was shared with patrons via the eNewsletter and social media posts.

C. Project Updates

Director Jakacki explained that the sanitary sewer line was the main project in recent weeks. There are also some HVAC repairs expected to be completed soon, weather permitting.

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

Alexander moved, and Wallace seconded the motion to adjourn the meeting at 8:26 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 18th day of February, 2025

AYES: 4 - Alexander, Leccese, Wallace, Weingart

NAYS: 0

ABSTAIN: 0

ABSENT: 2 - Sutliff, Reilly

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary