



McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: September 20, 2022

Time: 7:00 P.M.

Location: Library Meeting Rooms # 136

I. CALL TO ORDER – President Charles Reilly

President Reilly called the regular meeting to order at 7:04 p.m.

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone, Terry Weingart

Members Absent: None

Also Present: Amy Hodgson, Administrative Assistant,
James Howard, Governmental Accounting, Inc. (via Zoom)
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Sandy Rigsby, McHenry resident

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

Director Jakacki reported that the Levy Discussion with Governmental Accounting, Inc. was being moved from New Business up to the beginning on the Board meeting.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the August 16, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the August 16, 2022, minutes.

Murphy moved, and Weingart seconded a motion to approve the Minutes of the August 16, 2022, Regular Board Meeting.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for August/September 2022, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Grala reviewed the monthly financial statements. She reported that as of the end of August, the Library had received 55% of the property taxes so far. Director Jakacki reported that the Library received another payment in September and that overall the Library has received almost \$3.1 million in property taxes.

Treasurer Grala inquired about revenue account 6015-100 (Revenue Recapture Property Tax). Director Jakacki reported a new state law: if the County finalizes the Library's extension and the Board of Appeals approves some property tax appeals, the following year, the County has to recapture the money for the Library. She reported that this is the first year this law is in effect.

Treasurer Grala inquired about expense account 8440-100 (In-Service/Staff Training/LMS), noting that the total was close to the total budgeted amount for the year. Director Jakacki reported that it was for a speaker who did a full-morning presentation for staff training on 'Generations in the Workplace.'

Treasurer Grala inquired about the expenses for NFP Resources. Director Jakacki reported that these expenses are for three staff members attending four individual management training courses.

Stone moved, and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for August/September 2022, Additional Bills (Distributed night of the meeting), and Petty Cash and Credit Card Reports (Distributed night of the meeting).

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

IX. LIBRARIAN'S REPORT

- A.** Librarian's Report

Director Jakacki highlighted the following items:

- The Katherine Jeffrey presentation for all staff regarding 'Generations in the Workplace.' Director Jakacki reported that the Library has all five generations working here and that the Millennials are the Library's largest staff generation.
- Emily Bily (Adult Services Librarian), who does Senior Services, was able to include Randall Residence of McHenry in more robust services and was able to go there and provide more personal service to them.
- The Library participated in this season's last Pearl Street Market event.
- The Library used Per Capita funds to convert the Meeting room doors to auto-assist doors to make the Library more accessible.

B. Updates on Projects

Director Jakacki reported that projects would be covered under Old Business.

X. OLD BUSINESS

A. IDOT Route 31 Expansion Project

Director Jakacki reported that the Library contacted SantaCruz Land Acquisitions, the Library's IDOT representative, who provided the paperwork to complete the sale. However, there were errors in the paperwork, so the Library is waiting for IDOT to make the corrections and provide new paperwork. She reported that even though no one can outbid IDOT, the Library is required to publish a notice in the newspaper that the Library is selling real estate. Those notices will be in the newspaper on September 28 and October 5. Director Jakacki reported that the Library would hopefully be able to sign off on the paperwork at the October Board meeting.

B. Parking Lot Resurfacing and Repairs Project

Director Jakacki reported that the Library is working out a date to complete this project, and the Library would need to close for the day (staff will work from home that day). In addition, she reported that the Library has to get a permit from the City for the work to be completed.

C. Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)

Director Jakacki reported that McHenry residents Georgann Caputo and Bill Edminster volunteered to join the committee.

Leccese moved, and Stone seconded a motion appoint Georgann Caputo and Bill Edminster to the Decennial Committee on Local Government Efficiency Act.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Developer Fees

Director Jakacki reported that due to other priorities there has been no progression researching Developer Fees from Wonder Lake.

Action Tabled to future Board meeting

E. Materials Reconsideration

Director Jakacki reported that this was an inquiry from Treasurer Grala on whether the Library has a way to appeal a decision on materials to the Board. Director Jakacki reported that she is still researching why there is a difference between two different parts of the policy.

XI. NEW BUSINESS

A. FY 2021/22 Budget

1. Adoption of ordinance 2022/2023-01: an Ordinance Adopting a Combined Budget & Appropriations for FY 2022-203

Murphy moved, and Leccese seconded a motion to approve the adoption of ordinance 2022/2023-01; an Ordinance Adopting a Combined Budget & Appropriations for FY 2022-2023.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Certificate of Estimated Revenues by Source FY 2022-2023

a) Director Jakacki reported that Treasurer Grala has to state that the estimations in the Combined Budget & Appropriations are in good faith.

3. Levy Discussion with Governmental Accounting, Inc. This discussion was moved up to the beginning of the Board meeting.

a) James Howard, Governmental Accounting, Inc. reported on the tax levy and stated that there are two ways the Library could capture increases. Mr. Howard noted that the Library would not get more than 5% (the maximum due to the current CPI) unless the Library wants to capture new growth, in which case the Library would need to publish a notice in the newspaper and hold a hearing to go above 5%. He provided projections for the Library's financial future if the Library chose not to capture the full levy this year. Mr. Howard reported that it is the Board's decision what they want to levy at. The Board said they would entertain reviewing the levy at 5% this year.

B. Local Election Officials

Director Jakacki reported that Secretary Leccese is the Library's local election official. The Executor Director and other staff members complete tasks on the Secretary's behalf

for the elections. In order for staff to receive candidate petitions, Secretary Leccese needs to deputize those staff members to make it official for them to act on her behalf. Petitions for the Library Board openings can be accepted December 12-18.

C. Information Table Policy – NEW

Director Jakacki reported that this policy applies to organizations who request to set up a table in the Library to share information and resources and states who can have a space, how frequently they can have a space and what they can and cannot do when utilizing that space. A correction was noted in the last sentence of the policy - the word 'sponsor' should be 'sponsored'.

Alexander moved, and Grala seconded a motion to approve the Information Table Policy with the correction noted.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Community Information – Distribution and Posting Policy - NEW

Director Jakacki reported that this is the area in the Library's Lobby where people can post about local events and that this policy is formalizing what the Library does and does not allow to be posted. Once the policy is approved, it will be posted in that area for people to see. Director Jakacki reported that the Library's Marketing Coordinator oversees and maintains the postings.

Murphy moved, and Alexander seconded a motion to approve the Community Information-Distribution and Posting Policy.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Library Fines

Director Jakacki reported that this topic has come up multiple times recently and referenced a recent Letter to the Editor in the Northwest Herald about the Library's fines. She reported that the Library has 1,401 cardholders blocked from using the Library's services because of fines and fees and that the average length of time a library card has been blocked is 3.84 years. A library card is blocked when a patron owes more than \$10. If a patron does not return a book, they get charged for the replacement cost of that book. Director Jakacki reported that of 13,000 books checked out in August, only 640 were overdue. She reported that most of the blocked library cards were senior citizens when she checked a year ago. Director Jakacki reported that fines and fees account for about 1% of the Library's annual revenue but also reported that the Library spends quite

a bit of money trying to collect that money from patrons. A discussion ensued. Secretary Leccese and Trustee Alexander both felt strongly that fines help people be responsible and return items on time. Trustee Alexander reported that he talked to some of his constituents, and they did not support the Library being fine-free. He reported that their primary reason was that returning items on time was 100% within the patron's control. Secretary Leccese reported that with auto-renewal on books allowing patrons to have most books for as long as nine weeks, the only thing that might get the patron to return the book on time is the possibility of paying a fine. Trustee Alexander reported that two people he talked with use other local public libraries and were not aware in advance that their Library was going fine-free. He reported that the Board is directly accountable to the voters in this Library district and that no one else has that accountability. Trustee Alexander suggested the Library notify its patrons in advance via the Library's newsletter that the Library is considering going fine-free and solicit feedback. Vice President Stone reported that going fine-free would be a more welcoming environment for the Library's patrons and that the Library does not need the money generated from fines and fees. Trustee Weingart reported that when Wauconda Library went fine-free, they noticed increased revenue in other areas.

before
any
policy
change.
NH

No action was taken.

F. National Friends of the Library Week Proclamation

Director Jakacki reported that it would be nice to do a proclamation recognizing all that the Friends of the Library do for the Library. National Friends of the Library Week is October 16-22.

Weingart moved, and Alexander seconded a motion to proclaim National Friends of the Library Week 2022.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XII. EXECUTIVE SESSION

No executive session was held.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

President Reilly inquired if there was any other business to come before the Board. Treasurer Grala reported that the auditor from Eder Casella contacted her to report that the Library audit started today. The auditors will be at the Library the rest of the week and then will schedule their exit meeting. Treasurer Grala will participate in the exit meeting only if there are significant findings. The auditors will issue a draft report in a few weeks, after which they will issue a final report. Director Jakacki reported that the Audit Manager would come to the November Board meeting to report their findings and

answer any questions the Board has. The Library's annual report has to be submitted to the State by the end of December.

XV. ADJOURNMENT

Murphy moved, and Grala seconded a motion to adjourn the meeting at 8:37 p.m.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 18th day of October, 2022.

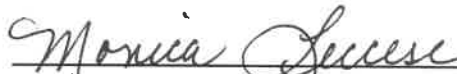
AYES: 4- Grala, Alexander, Leccese, Reilly

NAYES: 0

ABSTAIN: 0

ABSENT: 3- Murphy, Stone, Weingart

Respectfully Submitted,



Monica Leccese, Secretary

McHerry Public Library District Board of Trustees