



McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: October 18, 2022

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. CALL TO ORDER – President Charles Reilly

President Reilly called the regular meeting to order at 7:01 p.m.

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Charles Reilly

Members Absent: Susan Murphy, Jill Stone, Terry Weingart

Also Present: Amy Hodgson, Administrative Assistant,
Tom Coughlin, Governmental Accounting, Inc.
Jen Einoris, Youth Services Library Associate & Youth Program Coordinator
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

No corrections or additions.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the September 20, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the September 20, 2022, minutes. Trustee Alexander requested that "before changing policy" be added to the end of the statement, "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" in XI. New Business, E. Library Fines.

Alexander moved, and Grala seconded a motion to approve the Minutes of the September 20, 2022, Regular Board Meeting with the change noted.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Reilly

Nays: None

Abstain: None

Absent: Murphy, Stone, Weingart

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

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

Tom Coughlin, Governmental Accounting, Inc. provided a quarterly report of the financials. Trustee Alexander inquired about a negative monthly amount for account 8795-100. Mr. Coughlin explained it was related to the recent audit and reported that the expense was moved out of the 8795 account and into another account. President Reilly asked Mr. Coughlin how the Library was doing overall financially, to which he responded, "Very good." Treasurer Grala inquired about a \$25,000 expense for Digital Media Services (account 8090-100) and if something had occurred since it was a significant expense last month. Director Jakacki reported that the Library has been renewing many of its digital services and magazine renewals, which are annual fees.

Treasurer Grala reviewed the monthly financial statements. President Reilly inquired about the Amy Franco expense. Director Jakacki reported that Amy Franco would be giving a presentation at the October staff In-Service Training on setting healthy boundaries in the workplace.

Leccese moved, and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for September/October 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, Reilly

Nays: None

Abstain: None

Absent: Murphy, Stone, Weingart

Motion Passed

VIII. COMMUNICATIONS

None.

IX. LIBRARIAN'S REPORT

- A.** Share a Service: Vacation Bags

Director Jakacki introduced Youth Services Library Associate Jen Einoris, who gave a presentation on the Library's Vacation Bags program for youth. She shared a sample

Vacation Bag and sample application for attendees to review.

B. Librarian's Report

Director Jakacki reported that September was a quiet month due to back-to-school. Secretary Leccese inquired about the Library's Lunch Program. Director Jakacki said that the Library was only getting 0-5 children for it since more services are now available to students. In addition, the Library has not seen elementary/middle school children return to the Library since the pandemic. Director Jakacki also reported that the Library's eligibility for the afterschool supper program is based on whether the closest school fully qualifies for the free lunch program, which it no longer does. This, along with attendance being so low and conversations with the Northern Illinois Food Bank, the decision was made to suspend this program and revisit the need periodically.

C. Serving Our Public 4.0 – Chapters 1-4

Director Jakacki reported that for the Per Capita Grant, the Library is required to review all the core standards and make updates. The notes for this year's review have pink highlights on pages 32-42 (of the Board packet), and noted these are ones the Library is still working on.

Director Jakacki reported that a lot of the Library's work has been focused on making the Library more accessible for patrons:

- Purchasing computers and new software for our computers that have speech-to-text capability, screen reader ability, and magnifying ability;
- Larger monitors and adaptive mice;
- Auto-assist doors into the meeting rooms).

Secretary Leccese inquired if one of their requirements is that a Board Member should have a degree in Library Science. Director Jakacki reported the standard is that the Board should hire an Executive Director with a degree. President Reilly inquired if the Board needs to update the Bylaws. Director Jakacki reported there are some places we will need to look at updating the Bylaws, and noted one being the Procedures Policy regarding the new laws regarding filling a vacancy. President Reilly asked for an item to be added to the Agenda each month to review a chapter or section of the Bylaws.

D. Updates on Projects

Director Jakacki reported that the parking lot was finished and that the Library had to close an additional day due to weather hindering the project.

X. OLD BUSINESS

A. Parking Lot Resurfacing and Repairs Project

Director Jakacki reported that the project came in at budget but took a little longer to complete than anticipated.

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

Director Jakacki reported that she is waiting to hear more information from the Illinois State Library and the County for what they expect the Library to look at before scheduling a meeting (e.g. what kind of reporting they expect from the Library).

C. Developer Fees

Director Jakacki reported that there has not been much progress on researching this item.

D. Materials Reconsideration

Director Jakacki reported that there had not been much progress in researching this item. Treasurer Grala reported that this is something the Library ^{has} in place ~~has~~ but needs to be reviewed to see how appropriate it is for today. Director Jakacki reported that the city of Chicago has created a Library Sanctuary, which other nearby libraries are adopting. In addition, some libraries are adopting resolutions prohibiting wholesale bans of books based on specific categories or topics. Director Jakacki reported that she is still researching why there is a discrepancy between the procedure and the policy.

XI. NEW BUSINESS

A. Sale of Real Estate to People of the State of Illinois, Department of Transportation
1. Certified Resolution

President Reilly inquired if there is paperwork to be signed tonight to which Director Jakacki responded "Yes." She reported that the Board needs to approve the Resolution where the Board gives President Reilly and Secretary Leccese authority to sign off on all the paperwork.

Alexander moved, and Reilly seconded a motion to approve the Certified Resolution regarding the Sale of Real Estate to the People of the State of Illinois, Department of Transportation as presented.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Reilly

Nays: None

Abstain: None

Absent: Murphy, Stone, Weingart

Motion Passed

Trustee Alexander inquired if the Board needs another vote for "Further resolved that they are authorized and directed to execute and deliver such instruments as may be necessary or convenient to consummate such sale"? Director Jakacki responded that the entire Resolution should include the last two lines and that the Board can make an addendum.

Alexander moved, and Reilly seconded a motion to add the following to the preceding resolution "Further resolved that they are authorized and directed to execute and deliver such instruments as may be necessary or convenient to consummate such sale".

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Reilly

Nays: None
Abstain: None
Absent: Murphy, Stone, Weingart
Motion Passed

2. Affidavit of Title
3. Receipt of Conveyance Documents & Disbursement Statement
4. Warranty Deed
5. Temporary Construction Easement

B. FY2022/23 Snow Removal Contract

Director Jakacki reported that she attached the contract from the Grounds Guys, who the Library used last year for snow removal. She noted that at the beginning of September, the Library did reach out to two other vendors who quoted the Library the previous year but has yet to receive a response from either. Director Jakacki reported that last year the Library paid the Grounds Guys \$14,540.00, and this year they quoted \$14,735.00 (an increase of \$235.00 from last year). The other two quotes the Library received the previous year were \$14,400.00 and \$14,460.00, which were in line with the Grounds Guys quote then. She explained that there are two rates: the per-push rate and the full-season rate, where you pay a one-time fee for up to 45 inches of snow removal in a season. Last year the Library used the full-season rate and did not incur any additional fees. Secretary Leccese inquired if the Library would pay per month or the entire fee upfront. Director Jakacki reported that if the entire fee is paid in advance, there would be a cost savings of about \$500.00. Treasurer Grala asked if there were date restrictions. Director Jakacki reported that the contract covers November 15-April 15 for two inches or more of snow. She said that last year the Library did not have to close for snow plowing and that the Library was able to open on time every morning and we received many compliments from patrons that the parking lot was nice and clean and when staff came to work in the morning there were no slips or falls. Treasurer Grala inquired if the contract includes treating the pavement and if that is one-time only and lasts the entire season. Director Jakacki reported they do a pre-treatment, depending on the storm and if there is a lot of ice expected. President Reilly inquired if the Director recommends the seasonal rate instead of the per-push rate, to which she responded, "Yes."

Leccese moved, and Alexander seconded a motion to approve the FY2022/23 Snow Removal Contract for the Grounds Guys.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Reilly
Nays: None
Abstain: None
Absent: Murphy, Stone, Weingart

Motion Passed

C. Ordinance No. 202/2023-04 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.

Director Jakacki reported that this is the paperwork for the Levy, which the Board discussed going up to 5% after the presentation by our accounting firm at last month's Board Meeting. She reported that the Library budgeted for slightly under 5% to allow for

any potential rounding so that the Library does not go over 5%. The total amount to be levied for taxes next year will be approximately \$3.5 Million. Trustee Alexander inquired how much more we are asking than last year. Director Jakacki reported that last year the Library received \$3,354,000.00, so a little less than \$200,000 more in taxes. However, it does not mean that homeowners will receive a 5% increase; the additional money will be spread over and include new growth in the district (about \$15 Million). Secretary Leccese inquired if the Library took the Levy increase last year. Director Jakacki reported the Library did and levied 4.94%, but it was tax capped which was 1.4%. She noted that the Levy is either 5% or the Consumer Price Index (CPI), whichever is less, and that this is the first year the tax cap is 5%.

Grala moved, and Leccese seconded a motion to approve Ordinance No. 2022/2023-04 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2022 and ending June 30, 2023.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Reilly

Nays: None

Abstain: None

Absent: Murphy, Stone, Weingart

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

XV. ADJOURNMENT

Leccese moved, and Grala seconded a motion to adjourn the meeting at 7:56 p.m.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Reilly

Nays: None

Abstain: None

Absent: Murphy, Stone, Weingart

Motion Passed

APPROVED by the Board of Trustees this 14th day of November 2022.

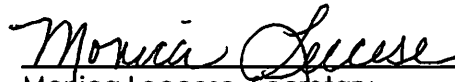
AYES: 6- Alexander, Grala, Leccese, Murphy, Stone, Wengert

NAYES: 0

ABSTAIN: 0

ABSENT: 1-Reilly

Respectfully Submitted,



Monica Leccese, Secretary
McHenry Public Library District Board of Trustees