



McHenry Public Library District

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MINUTES
McHenry Public Library District
Board of Library Trustees
Regular Meeting

Date: July 19, 2022

Time: 7:00 P.M.

Location: Library Meeting Room West # 136

I. CALL TO ORDER – President Charles Reilly

President Reilly called the regular meeting to order at 7:00 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: Tom Coughlin, Governmental Accounting
Amy Hodgson, Administrative Assistant
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 June 21, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the June 21, 2022, minutes.

Stone moved, and Murphy seconded a motion to approve the Minutes of the June 21, 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 June/July 2022, Additional Bills and Petty Cash and Credit Card Reports

Accountant Tom Coughlin from Governmental Accounting reviewed the year-end financials for the 2021-2022 Fiscal Year. He reported that the Library's revenue was at 100% of the budget (up 7% from the previous fiscal year) and that operating expenses were well under budget (79-80%). He also reported that the Library's expenses were down 9% from the previous fiscal year, primarily due to personnel expenses which were at 85% of the budget and down 19% from the previous fiscal year. Accountant Coughlin reported overall, the Library had an excellent fiscal year. Treasurer Grala and President Reilly noted that the Library had a good year for Developer Fees (265% of budget).

Treasurer Grala inquired about the following expense account items:

- Electronic Resources expense for about \$19,000 vs. budgeted amount of about \$5,000. Director Jakacki reported that the Library typically puts unspent funds from the account into the collections account with Overdrive to fund e-materials for the following fiscal year.
- Tech Services Supplies expense. Director Jakacki reported that was end-of-the-year ordering for supplies. Tech Services Manager Milfajt reported she orders supplies for the following year that the Library knows they use a lot of.
- Furnishings cost about \$10,000; Director Jakacki reported that the Library replaced a 12-year-old couch and some other furnishings.

Treasurer Grala inquired about the following payments on the Check Report:

- AJ Services - Director Jakacki reported that is the cleaning service and that the Library added a mid-day cleaning due to the absence of a Building Services Manager.
- Overdrive – Director Jakacki referred to her comments during the Electronic Resources inquiry.
- TechSoup – Director Jakacki reported that IT updated Microsoft licenses for each public computer.

Accountant Coughlin reported that with the fiscal year changing, some invoices might come late for the previous fiscal year, but he does not expect dramatic changes.

Director Jakacki said that we have until the end of August to pay invoices and assign them to the previous fiscal year.

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

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Letter from Jesse White, Illinois Secretary of State and State Librarian – F2022 Per Capita Grant Award Letter

Director Jakacki reported that the Library received a letter from the State Library regarding the Per Capita Grant regarding what the Library received this year and that the Library received about \$200 less this year than the previous year.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki highlighted the following items:

- She reported that the Library has been busier since June due to the Summer Reading Program and all the patrons that brings into the Library along with fun programs, including the Summer Lunch Program, which is in full swing.
- Youth Services Assistant Manager Anna Karwowska completed an eight-course Public Library Management certificate program through the University of Michigan.
- The Library marched in the Fiesta Days parade on Sunday, July 17.

B. Updates on Projects

Director Jakacki reported which other local government organizations voted to support the City's Vacant Building Incentive Program, as shared by Doug Martin, City of McHenry.

President Reilly inquired about the issue regarding the sewer and whose responsibility it is if the sewer has to be moved. Director Jakacki reported it is the City's responsibility and that the City is applying for a grant from the County to help cover the relocation and upgrade costs. In addition, she reported that the Library provided a letter of support to the City of McHenry.

Director Jakacki reported that the IDOT offer is at a standstill due to the Library sign; the vendor is waiting on a quote so he can give the Library a quote.

X. OLD BUSINESS

A. IDOT Route 31 Expansion Project

Director Jakacki referred to her previous comments.

B. Parking Lot Resurfacing and Repairs Project

Director Jakacki reported that she is trying to get all the vendors quoting us for this project on the same page, which has been a struggle. Some vendors are waiting for their estimators to get back to them so they can provide us with a quote.

Trustee Alexander asked if he is the only person wondering if we have to do this before the Route 31 construction project. Director Jakacki reported that there are some holes in the parking lot, that it is a safety issue, and that we cannot have staff park near those spots. Trustee Alexander reported that he walked around the building before the Board Meeting and thinks overall that the parking lot is in good shape and the stripes are very legible. Director Jakacki reported this is for seal coating and parking lot stripes only, not paving. Secretary Leccese inquired if there is anything that the IDOT project would undo. Director Jakacki reported the seal coating and striping. Treasurer Grala asked when was the last time the whole parking lot was done, and Director Jakacki reported that a partial job was done twelve years ago with the remodel. A discussion ensued regarding the quotes and various options. President Reilly noted that the Board cannot decide what we want to be done yet without the other quotes. Director Jakacki reported that if the one hole opens up more, she will have to address it and inquired if the Board would be okay with her doing that. President Reilly reported that if it is an emergency, Director Jakacki can get the repair work done and has the authority to spend up to \$8,000.

Action Tabled to future Board Meeting

XI. NEW BUSINESS

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

Director Jakacki reported that it is time to adopt a tentative budget and appropriation document. She said that if the Board is good with this, we then have a hearing to make the final adoption in September. President Reilly inquired what was already approved; Director Jakacki reported the day-to-day operating budget and that this is the operating with the appropriations and that the appropriation is about 1.5 times higher than the operating budget.

Weingart moved, and Alexander seconded a motion to adopt Ordinance 2022/2023-01: An ordinance adopting a tentative combined budget and appropriations for FY 2022-2023.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Scheduling a public hearing for the Annual Budget and Appropriations Adoption

Director Jakacki reported that the earliest we can schedule the public hearing is for the September 20, 2022 Board Meeting.

Grala moved, and Leccese seconded a motion to schedule the public hearing for the Annual Budget and Appropriations Adoption on September 20, 2022 at 7:00 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

C. Approval of the FY 2021/22 Secretary's Book

Director Jakacki reported that Secretary Leccese and Trustee Murphy reviewed the Secretary's Book, who each reported they found no problems with it.

Grala moved, and Stone seconded a motion to approve the FY 2021/2022 Secretary's book.

A discussion ensued, and Vice President Stone inquired what this was. Director Jakacki reported that she must put together Board packets and documents that require an original signature from Board Members. Vice President Stone asked who sees it. Director Jakacki said that it is kept forever in case we need to go back and refer to it or someone does an audit. So every year, two Board Members have to review it.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

D. RESOLUTION NO. 2022/2023-02 Annual Resolution authorizing public library district non-resident cards

Director Jakacki reported that this is the annual resolution to set the fee for non-resident cards. Based on a mathematical formula, the fee would be \$209.17 for people who do not pay taxes to any library. President Reilly inquired if people actually pay that, and Director Jakacki reported yes, about 3-4. Treasurer Grala said that she called other libraries to see what their non-resident fees are and that our Library is extremely cost-effective. Director Jakacki reported that we have several options for calculating this fee.

Grala moved, and Murphy seconded a motion to approve Resolution NO. 2022/2023-02 Annual Resolution authorizing public library district non-resident cards.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

E. Director of Public Services Job Description

Director Jakacki reported that last year when the Library was restructuring to have a single person over the Youth and Adult departments with specialized managers for Youth and Adult Services Assistant Manager, we did not know what that position would look like. Over the last year, as the person has worked in that position, the job description was developed, and per Library policy, any new job description has to be approved by the Board. This is the current role of Director of Public Services Pam Strain, who oversees

Youth Services, Adult Services, and Circulation. She reported this role is responsible for anyone who interacts with patrons and works with those departments to create a cohesive customer service unit, programs, and services. Treasurer Grala inquired if the Circulation Manager would report to this position; Director Jakacki said yes.

Murphy moved, and Alexander seconded a motion to approve the Director of Public Services Job Description.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

F. Freedom of Information Act Policy (Updated)

Director Jakacki reported that yearly the Library should update our Freedom of Information Act Policy to include the current upcoming budget figures, employee numbers, Board Members, and if there are any changes in how to make FOIA requests. Treasurer Grala inquired if the last one was done in 2002, and Director Jakacki reported yes and that this is the same policy with updated information and that some of the wording was cleaned up.

Weingart moved, and Leccese seconded a motion to update the Freedom of Information Act Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

G. Decennial Committees on Local Government Efficiency Act (Public Act 102-1088)

Director Jakacki reported that this is a new Public Act approved by the Governor. Every ten years, every local government that can levy its own taxes as a separate unit of government has to review if they want to continue as its own single unit of government or whether it makes sense to investigate whether to consolidate with other local units of government. She reported this is to ensure local government units are doing due diligence to see where they could save taxpayers money. Director Jakacki reported that the Library does have to form a committee and that we have 18 months from when the Act was signed, which was last month, to form a committee, investigate options, make a recommendation and file a report with the County. Trustee Weingart reported that the committee has to include some residents not part of the Board. A discussion ensued on what residents to include in the committee. Trustee Weingart noted that the meetings are like a public hearing. Vice President Stone inquired what being part of the committee would entail. Director Jakacki reported that it would be a minimum of three meetings and that the committee gets reappointed every ten years. Trustee Alexander, Vice President Stone, and President Reilly volunteered. Director Jakacki reported she

would reach out to some residents to see if anyone would be interested in joining the committee.

Murphy moved, and Weingart seconded a motion to form the Decennial Committee on Local Government Efficiency Act and to appoint President Reilly, Vice President Stone and Trustee Alexander to the committee.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

H. Equity, Diversity, and Inclusion

Director Jakacki reported this was in response to several Board Members' requests to provide examples of diversity statements from other libraries after several recent incidents at the Library. A discussion ensued on the examples provided and whether the Library's Mission Statement is sufficient. Secretary Leccese reported that she would like to see something more robust put in place. Trustee Alexander inquired to the other trustees if the Library's current mission statement cover this. Director Jakacki said that many libraries are implementing an Equity, Diversity, and Inclusion statement to expand mission and vision statements. She reported that the Library's Mission Statement is general and a more substantial statement due to what is currently going on in libraries and the rise in materials challenges so that both patrons and staff know what the Library will and will not stand for. Vice President Stone inquired what the Library would do with an Equity, Diversity, and Inclusion statement. Director Jakacki reported it would be included on the Library's website, a starting point for conversations and used in recruiting. HR Generalist Jennifer May said that she would like to see the Library do to support staff who have been asking for this for some time. She reported that staff would like to have more open conversations regarding diversity, inclusion, and equity. Director Jakacki reported that inappropriate comments about diversity are much more prevalent than ever, and this type of statement can help support the staff. Vice President Stone asked Director Jakacki if she thinks this will deter people. She responded that she does not know if it will, but it would give the Library more grounds to stand on and empower the staff when dealing with these issues. After much discussion, the Board requested that Director Jakacki create an Equity, Diversity, and Inclusion statement for the Library to review at next month's Board Meeting based on some examples provided that multiple Board Members favored.

XII. EXECUTIVE SESSION

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting.
5 ILCS 120/2(c)(11).

An executive session was held.

Leccese moved, and Grala seconded a motion to enter Executive Session at 8:42 pm.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Alexander moved, and Grala seconded a motion to exit Executive Session at 8:57 pm.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

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

XV. ADJOURNMENT

Murphy moved, and Stone seconded a motion to adjourn the meeting at 8:58 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 16th day of August, 2022.

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

NAYES: Ø

ABSTAIN: Ø

ABSENT: Ø

Respectfully Submitted,

Monica Leccese

Monica Leccese, Secretary

McHenry Public Library District Board of Trustees