

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

McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: November 15, 2022

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. CALL TO ORDER – Vice President Jill Stone

Vice President Stone 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, Jill Stone, Terry Weingart

Members Absent: Charles Reilly

Also Present: Amy Hodgson, Administrative Assistant
Chase Blazier, Eder Casella & Co.
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
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 October 18, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found duplicated wording in **VI.** Secretary's Report of the minutes and noted that she discussed it with Director Jakacki, who reported that she has since deleted the duplicated paragraph from the minutes. Treasurer Grala stated in **XI.** New Business, **D.** Materials Reconsideration 'in place has' should be 'has in place.'

Murphy moved, and Weingart seconded a motion to approve the Minutes of the October 18, 2022, Regular Board Meeting with the two corrections noted.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

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

Treasurer Grala reviewed the monthly financial statements. She reported that property taxes are the majority of the Library's income and that it is personnel costs for expenses. Treasurer Grala also reported that the Library received \$8,900 in Developer Fees in October and inquired about the increase in the Salaries account. Director Jakacki reported that the majority of that Salaries increase is due to the Library adding staff. Secretary Leccese inquired about the Grant & Gift Fund Expenses for July-September, which do not add up correctly. Director Jakacki reported that accounts 8040-350 and 8040-355 were not initially included in the Grant & Gift Fund Expenses on the report and that the report was modified recently, which is likely why those accounts were not included in the totals. She reported that she would ask the accountant to correct that.

Treasurer Grala inquired about credit card charges for various local establishments. Director Jakacki reported that in February, the Library would be participating along with other McHenry County libraries in the Library Lover's Expedition, where patrons are encouraged to visit all the McHenry County libraries. She reported that each Library is responsible for providing gift cards from businesses in their local area that will be included in gift baskets patrons can win by receiving a raffle ticket for visiting all the McHenry County libraries.

Trustee Alexander inquired about the Kevin Krewer expense. Director Jakacki reported that the Library has two major medical insurance policies, one of which is a high-deductible plan. The Library will reimburse staff on the high deductible plan for part of the deductible if they exceed a specific amount, which was what this reimbursement was for.

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

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

C. Updates on Projects

X. OLD BUSINESS

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

Director Jakacki reported that this is the committee where we must review ways to condense local government. She said that she is waiting for more information from the County and the State as to what they want the Library to look into and what kind of reports they will expect from the Library. Trustee Weingart reported that she attended the Reaching Across Illinois Libraries (RAILS) meeting and that even RAILS does not have any information on what is expected or the format of the report.

B. Developer Fees

Director Jakacki reported that she is still researching this. A discussion ensued about the Library potentially attempting to collect future developer fees from Wonder Lake. Director Jakacki said that one development would have 1,000 homes, and that could be an estimated additional 2,000 people using our Library's services (if there are two residents in each house), which could put a burden on the Library since we won't receive any developer fees for that development. Trustee Grala asked if the Library could charge those patrons for a library card. Director Jakacki reported that since they are part of our district and pay property taxes, we could not charge them for a library card.

C. Materials Reconsideration

Director Jakacki reported that she could not determine why there is a difference between the two policies. However, she noted that the Collection Development Committee will look at the overall policy and procedures and that she will have a revised policy for the January 2023 Board Meeting. Secretary Leccese inquired about an anonymous comment the Library received about sexualizing kids. Director Jakacki reported that whoever submitted the comment did not provide additional information on what they were referring to. A discussion ensued on what materials the Library has in its collections that may have elicited that comment.

XI. NEW BUSINESS

A. Fiscal Year 2021/2022 Audit

1. Presentation of audit from Chase Blazier; Eder, Casella & Co.

Mr. Blazier provided an overview of the Fiscal Year 2021/2022 Financial Audit. He reported that overall the audit went well this year, that it was done on time, and that no management letter was issued this year. In addition, Mr. Blazier reported that one accounting change was implemented this year regarding operational leases. However, it did not affect our audit report.

Financial highlights:

- Grant & Gift Fund balance is roughly eight years of current year expenses.
- Special Reserve Fund did not have any expenditures this year.
- General Fund is officially out of the negative, and the balance is about a half year's worth of expenses.

Trustee Alexander inquired what is the recommended number of months to have saved, to which Mr. Blazier responded, "A year to a year and a half."

Treasurer Grala reported that there was no synopsis or recap. Mr. Blazier reported that it is usually in the management letter, but the Library did not receive that letter this year because there were no findings of concern. She inquired if something could be included in the audit report in the future regarding if there were any findings; she also suggested to Director Jakacki that she include something to that effect in her email to the Board.

Director Jakacki reported that Eder, Casella & Co. had informed the Library that this is the last year they will be doing the Library's audit due to a change in their business model.

2. Review, and acceptance

Leccese moved, and Alexander seconded a motion to approve the FY 2021/2022 Financial Audit as presented.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

B. Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2021, and ending June 30, 2022

Director Jakacki reported that this is the annual report where the Library lists our vendors and provides the total amount spent with each one during the previous fiscal year.

Grala moved, and Weingart seconded a motion to approve the Annual Statement of Receipts and Disbursements for the Fiscal Year Beginning July 1, 2021, and ending June 30, 2022.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

C. Long Term Loan Agreement with the McHenry County Illinois Genealogy Society.

Director Jakacki reported that the Library has two local genealogical societies that have made part of their collections available in the Library's Genealogy History Room. The Library has had agreements with the McHenry County Illinois Genealogy Society (MCIGS) since 1986, but the last one was updated and signed in 2007. There were some questions about the agreement, and the society did not even realize they had a written agreement with the Library, so it was the perfect time to update it. The Library worked with MCIGS to update the agreement, which their Board has already approved. There is

no cost to the Library for the agreement. Director Jakacki reported that the other group the Library works with is BIGWILL, the British Interest Group of Wisconsin and Illinois. She noted that the Library is finalizing the agreement with them, which is almost identical (to MCIGS) and will likely come in the next few months.

Alexander moved, and Grala seconded a motion to approve the Long Term Loan Agreement with the McHenry County Illinois Genealogy Society.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

D. Review and disposition of verbatim recordings of regular board meetings held remotely under State Executive Orders

Director Jakacki reported that when the State allowed us to hold virtual meetings, we had to record them and retain the recordings for 18 months. So these are the recordings for the virtual meetings that are now more than 18 months old.

Leccese moved, and Alexander seconded a motion to dispose of verbatim recording of the regular board meetings of October 20, 2020; November 17, 2020; January 19, 2021; February 16, 2021; March 16, 2021, held remotely under State Executive Orders.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

E. Board of Trustees Bylaws Review and Revisions

Director Jakacki reported that during the prior month's Board Meeting, President Reilly asked if the Board could review a few pages of the Board's Bylaws at the next few monthly Board Meetings. Director Jakacki reported that she included five pages, and anything in blue are areas that could be expanded on. Secretary Leccese inquired if the Board needs to form a committee for these revisions. Director Jakacki reported they could, and she is not looking for approval tonight. Treasurer Grala suggested that the Board revisit this when President Reilly is present. Trustee Alexander suggested that when they do that, the Board should distinguish between an unexcused and an excused absence.

Action Tabled to future Board Meeting

F. Half Price Fines Event

Director Jakacki reported that the Library is requesting a half-price fines event where overdue fines are reduced by 50% for a little over two weeks to coincide with the Library Lover's Expedition. Before the pandemic, the Library would hold half-price or amnesty

events 1-2 times a year; the Library has not had one since. She reported that it would be an excellent way to promote Library Lover's Expedition, get people to come back into the Library, and benefit a local non-profit organization, FISH of McHenry Food Pantry. Secretary Leccese inquired why Lost and Damaged Items are not included since there has been discussion during past Board Meetings that seniors, in particular, are impacted by fines which may include Lost and Damaged fines. Director Jakacki reported that she does not know why but this proposal is based on what has been done in the past, and the Board can change that. Secretary Leccese also inquired about accounts in Collections. A brief discussion ensued about the company that the Library uses for Collections and how that process works. Secretary Leccese requested that the motion include Lost & Damaged Items and any patrons' accounts in Collections, to which the attending Board Members agreed.

Leccese moved, and Weingart seconded a motion to approve the Half Price Fines Event from February 1-18, 2023, including fines and fees associated with Lost, Damaged, and Collections.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

G. December 20, 2022 Board of Trustees Meeting Schedule

Director Jakacki inquired if the Board wants to hold the December Board Meeting if no pressing business comes before the Board.

Trustee Alexander reported that he favors holding the December Board Meeting.

Grala moved, and Murphy seconded a motion to tentatively cancel the December 20, 2022, Board of Trustees Regular Meeting unless pressing business comes before the Board.

Roll Call vote:

Ayes: Grala, Leccese, Murphy, Stone, Weingart

Nays: None

Abstain: Alexander

Absent: Reilly

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

Murphy moved, and Grala seconded a motion to adjourn the meeting at 8:46 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Reilly

Motion Passed

APPROVED by the Board of Trustees this 17th day of January, 2023.

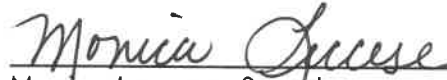
AYES: 7- Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 0

Respectfully Submitted,



Monica Leccese, Secretary

McHenry Public Library District Board of Trustees