



**McHenry Public Library District**  
809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

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

**Date:** February 20, 2024  
**Time:** 7:00 p.m.  
**Location:** Meeting Rooms #135 & #136

**I. CALL TO ORDER** – Charles Reilly, President

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, Monica Leccese, Michele Madsen, Charles Reilly, Thomas Sutliff, Nikki Wallace, Terry Weingart

**Also Present:** Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Stephanie Nowalk, Administrative Assistant  
Zach Terrill, Adult Services Manager

**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 Minutes of the January 16, 2024, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes from the January 16, 2024, Regular Meeting and found no changes necessary.

Sutliff moved, and Wallace seconded motion to approve the Secretary's Report.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VII. TREASURER'S REPORT –Terry Weingart, Treasurer**

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports For January/ February 2024, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.

Treasurer Weingart stated that she reviewed the Monthly Financial Statements, noting MPLD currently has a surplus of \$2.185M and the total budget is -\$163K. She asked why the Materials and Supplies account is currently at only 28.5% of budget while the fiscal year is at roughly 58%. Director Jakacki explained that managers are ordering items and new materials are consistently coming in. She also noted that there is an ebb and flow throughout the year that reflects bulk supply spending related to items associated with events such as the Preface release, Summer Reading, etc. Finally, Treasurer Weingart shared MPLD's current bank balance of \$5.327M and confirmed with Director Jakacki that the funds from the previously discussed stock liquidation are not yet included in the balance.

Alexander moved, and Sutliff seconded a motion to approve the Treasurer's Report.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

There were no official communications.

**IX. LIBRARIAN'S REPORT**

- A.** Librarian's Report

Director Jakacki shared the following updates:

- The Librarian's Report this month contained a mix of reference interactions and programming items.
- A lot of time went into preparation for Library Lovers Expedition 2024 that began earlier this month.
- There has been a notable increase in foot traffic at the library in recent months – this is likely due to the mild winter weather and is a welcome sign of recovery since the decline experienced during the pandemic.
- InterLibrary Loans (ILLs) resumed on February 15<sup>th</sup>.

- B.** Illinois State Library: FY 2024 Per Capita and Equalization Aid Grant Application

Director Jakacki informed the Board that the finalized FY 2024 Per Capita Grant Application was successfully submitted to the Illinois State Library in January.

- C.** Project Updates

Director Jakacki shared the following updates:

- Managers have begun working on their FY 24/25 Budget requests.

- An out-of-date plugin issue has been resolved on the mobile version of MPLD's website and a web developer is currently working on ADA accessibility.
- Director Jakacki shared some information learned from attending the City Council meeting in early February regarding a proposed Tax Increment Financing (TIF) district in McHenry by Shodeen Group.

**X. OLD BUSINESS**

None.

**XI. NEW BUSINESS**

**A. Purchase of Literacy Computers**

MPLD seeks to replace outdated existing hardware (a 2015 tablet and 2013 desktop computer) with two new desktop computers. The computers will provide young patrons with access to early literacy software and learning-based games in areas like math, language, science, art, and coding in both English and Spanish.

Weingart moved, and Leccese seconded a motion to approve the purchase of Literacy Computers as presented.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. Memorandum of Understanding with the Illinois Secretary of State for the Court-Library Access Center Pilot Project**

As discussed at the January 2024 Board Meeting, the Memorandum of Understanding will formalize MPLD's participation for one year in the Pilot Project that supports self-litigants navigating the court system with library resources and trained staff. The Board asked several questions to Director Jakacki regarding the impacts of the program on library staff and operations.

Leccese moved, and Alexander seconded motion to approve Memorandum of Understanding with the Illinois Secretary of State for the Court-Library Access Center Pilot Project.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C. Policies**

**1. Victims' Economic Security And Safety Act (VESSA) Attendance- Revised**

The revised policy is needed to align with recent changes in the applicable law.

J. May, HR Generalist provided the Board with a brief summary of the changes.

Leccese moved, and Wallace seconded a motion to approve the revised Victims' Economic Security and Safety Act (VESSA) Attendance Policy.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**2. Time Clock and Time Keeping- Revised**

The revised policy is needed to clarify language, separate expectations for exempt vs. non-exempt employees, and reflect changes to certain practices due to MPLD's transition to Paylocity. The expectations of the policy remain consistent.

Sutliff moved, and Leccese seconded a motion to approve the revised Time Clock and Time Keeping Policy.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**3. Attendance- Revised**

The revised policy is needed to remove redundant information and clarify language on topics such as scheduled vs. unscheduled absences and tardiness. The expectations of the policy remain consistent.

Leccese moved, and Weingart seconded a motion to approve the revised Attendance Policy.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**XII. EXECUTIVE SESSION**

Alexander moved, and Weingart seconded a motion to enter into an Executive (Closed) Session at 7:45 p.m. for the following purpose:

To discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(1).

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: None  
**Motion Passed**

Alexander moved, and Weingart seconded a motion to leave Executive Session at 7:50 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: None  
**Motion Passed**

**XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

No action was taken.

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

Director Jakacki reminded the Board that the March Board Meeting will take place on Wednesday, March 20, 2024, because MPLD is serving as a polling place on Tuesday, March 19, 2024.

No other business was discussed.

**XV. ADJOURNMENT**

Leccese moved, and Wallace seconded motion to adjourn the meeting at 8:00 p.m.

**Roll Call Vote:**

Ayes: Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart  
Nays: None  
Abstain: None  
Absent: None  
**Motion Passed**

APPROVED by the Board of Trustees this 20 day of MARCH, 2024

AYES: 6 - Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Weingart

Respectfully Submitted,

  
\_\_\_\_\_  
Monica Leccese, Secretary