



**McHenry Public Library District**  
809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
www.mchenrylibrary.org

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

**Date:** Wednesday, March 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.

Vice President Bud Alexander will serve as Treasurer Pro Tem.

**II. ROLL CALL – Monica Leccese, Secretary**

Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Michele Madsen, Charles Reilly, Thomas Sutliff, Nikki Wallace

**Members Absent:** Terry Weingart

**Also Present:** Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Kathy Milfajt, Tech Services Manager  
Stephanie Nowalk, Administrative Assistant  
Michael Schnaebeler, Building 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 February 20, 2024, Regular Meeting.

**B.** Approval of Minutes of the February 20, 2024, Decennial Committee Meeting

Secretary Leccese stated that she reviewed the Minutes from the February 20, 2024, Regular Meeting and the February 20, 2024, Decennial Committee Meeting and found no changes necessary.

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

**VII. TREASURER'S REPORT – Bud Alexander, Treasurer Pro Tem**

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for February/March 2024, Additional Bills and Petty Cash and Credit Card Reports

Vice President Alexander stated that he found the Treasurer's Report to be in good order, the numbers are as expected, and MPLD is in good shape financially. He asked Director Jakacki if MPLD expects to receive any additional funds this fiscal year from Developer Fees. Director Jakacki explained that, for budgeting purposes, she has inquired about future projections of these funds but the City is not able provide that information.

Director Jakacki added, although not included in this month's Treasurer's Report, the approved stock sale is complete and netted \$23,255.45. It will be reflected in the financials next month.

Leccese moved, and Wallace seconded the motion to approve the Treasurer's Report.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

Director Jakacki also distributed to the Board the Tax Computation Report from McHenry County for upcoming fiscal year 2024/2025. The report details tax disbursements totaling \$3,786,161.47 for MPLD.

**VIII. COMMUNICATIONS**

- A.** Letter to McHenry County College

Director Jakacki shared a letter of support to McHenry County College (MCC) that will be included in the College's annual grant application. Grant funding makes volunteer-led MCC programs like the Adult Education Program, English Language Learning Program, and High School Equivalency Program possible. Volunteers and students involved with these programs often utilize MPLD's resources.

**IX. LIBRARIAN'S REPORT**

- A.** Librarian's Report

Director Jakacki shared the following updates:

- Library Lovers Expedition (LLE) will continue through 3/30/24. 278 MPLD patrons have joined over 3,000 total participants in the event. MPLD has had 1,157 check-

ins as of today. Overall, LLE 2024 has had great turnout and significant growth over the previous year.

- D.Gaudio, Adult Services Librarian and Programmer celebrated her 15<sup>th</sup> work anniversary at MPLD.
- Per Capita funds were used to add Yoto players (portable audiobook devices for young patrons) to MPLD's Library of Things.
- The new AWE machines, approved for purchase at last month's Board Meeting, have been installed in the children's area.

**B. Project Updates**

- Director Jakacki noted that as the end of this fiscal year approaches, projects and spending have slowed.

**X. OLD BUSINESS**

The Board inquired about the (former) MPLD employee that was discussed at the February Board Meeting and Director Jakacki stated that there were no updates to share.

**XI. NEW BUSINESS**

**A. National Library Week Proclamation/ Semana Nacional de las Bibliotecas Proclamación**

Director Jakacki presented the April 2024 National Library Week Proclamation for the Board's review and approval. National Library Week will take place from April 7-13.

Leccese moved, and Sutliff seconded the motion to approve the National Library Week Proclamation.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

**B. Staff Policies**

**1. IT (Technology Dept.) Request Forms- Reconsider**

Director Jakacki requested the Board rescind the IT (Technology Dept.) Request Forms Policy because it is an internal procedure and does not belong in MPLD's policy manual.

Sutliff moved, and Leccese seconded the motion to rescind the IT (Technology Dept.) Request Forms Policy.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

**2. Personnel Records- Revised**

Revisions to the Personnel Records Policy are needed for clarity and to include recent changes in applicable law.

Sutliff moved, and Leccese seconded the motion to approve the revised Personnel Records Policy as presented.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

**C. Contracts**

**1. Landscaping**

MPLD regularly requests and reviews competitive bids for service contracts. M. Schnaebeler presented two landscape service contracts for the Board's consideration. He discussed his past experiences with both The Grounds Guys and Countryside Industries, Inc., answered questions from the Board, and made his recommendation.

Alexander moved, and Leccese seconded the motion to approve the landscaping services contract with Countryside Industries, Inc. for one year as presented.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

**2. HVAC Yearly Preventive Maintenance**

MPLD regularly requests and reviews competitive bids for service contracts. M. Schnaebeler presented two HVAC Preventative Maintenance contracts for the Board's consideration. He discussed his past experiences with both Complete Mechanical Solutions and McHenry Heating and Air, answered questions from the Board, and made his recommendation.

Leccese moved, and Alexander seconded the motion to approve the HVAC Preventative Maintenance contract with McHenry Heating and Air for one year as presented.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart  
**Motion Passed**

**XII. EXECUTIVE SESSION**

Alexander moved, and Sutliff seconded the motion to enter Executive Session at 7:28 p.m. for the following purpose:

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

Alexander moved, and Sutliff seconded the motion to leave Executive Session at 7:32 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

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

**A. Disposition of Executive Session Minutes and/or Recordings**

Sutliff moved, and Wallace seconded the motion to approve and release the Executive (Closed) Session meeting minutes of 11/21/23 and 2/20/24.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

Sutliff moved, and Leccese seconded the motion to destroy the Executive (Closed) Session meeting verbatim recordings of 3/15/22, 5/17/22, 6/21/22, and 7/19/22.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

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

**A. Upcoming Trustee Networking and Training Opportunities**

Director Jakacki presented information about Trustee training and networking opportunities including the LACONI Trustee Banquet on 5/3/24 and the iLEAD Trustee online learning portal.

**XV. ADJOURNMENT**

Leccese moved, and Sutliff seconded the motion to adjourn the meeting at 7:42 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Weingart

**Motion Passed**

APPROVED by the Board of Trustees this 16th day of April, 2024

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

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Madsen

Respectfully Submitted,

Monica Leccese  
Monica Leccese, Secretary