



## McHenry Public Library District

809 North Front Street

McHenry, Illinois 60050

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[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

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

**Date:** July 20, 2021  
**Time:** 7:00 P.M.  
**Location:** Library Meeting Room

#### I. CALL TO ORDER

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

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

Roll was called and a quorum was established

**Members Present:** Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone (arrived at 7:10 p.m.)

**Also Present:** Barb Majka, Circulation Manager; Debbie Gunness, Business Manager; Denise Grandon, IT Specialist; Jennifer May, HR Generalist; Dave Lambert; citizen, Kathy Lambert, PR Manager; Kathy Milfajt, Technical Services Manager; Lesley Jakacki, Executive Director; Pam Strain, Public Services Manager; Zach Terrill, Adult Services Assistant Manager

#### III. PLEDGE OF ALLEGIANCE

#### IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

Director Jakacki requested a change to the order of the agenda moving Executive Session and Old Business to the end of the meeting.

#### V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

**President Reilly irecognized those visitors in attendance**

#### VI. SECRETARY'S REPORT – Monica Leccese, Secretary

**A.** Approval of Minutes of the June 15, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the June 15, 2021 minutes.

Murphy moved and Grala seconded a motion to approve the minutes of June 15, 2021, Regular Board Meeting.

#### **Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly

Nays: None

Abstain: None

Absent: Stone

**Motion Passed**

**VII. TREASURER'S REPORT – Delphine Grala, Treasurer**

**A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for June/July 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Treasurer Grala reviewed the Library's financial position as these reports reflect the Library's standing at the end of the FY 2020/21, and the Library came in under budget. She highlighted that June 2021 was a good month for property tax receipts.

Leccese moved and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for June/July 2021, 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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

**A.** Letter to Bud Alexander—acknowledgment of donation of Digital Video Magnifier

**B.** Letter to Isabel Baker—acknowledgment of donation in memory of Ruth Armstrong

**C.** Letter to Family of Dusanka Kuhlmann — Recognition of memorial donations and notice of books ordered

**D.** Letter from Jesse White, Illinois Secretary of State and State Librarian— FY2021 Per Capita Grant Award Letter

Director Jakacki highlighted the various memorial donations we have received. She mentioned that the Per Capita grant was increased from \$.25 to \$1.475 per person for this year's grants distribution which increased the amount received by almost \$9,400.00 from last year. We will be earmarking the funds for those collections and technology standards we would like to improve on since reviewing the *Serving Our Public 4.0*.

**IX. LIBRARIAN'S REPORT**

**A.** Librarian's Report

Director Jakacki highlighted the following items from the July Librarian's Report:

- That the work of the genealogy librarian, Thomas Hillier, also include researching historical real estate records
- Many staff and their families along with Trustee, Bud Alexander, marched in the Fiesta Days Parade on 7/18/21
- The carpets of the main floor were professionally cleaned on 7/18/21
- Promotions in the Circulation Department: Kim Johnson was promoted to Circulation Clerk Shift Lead, and Elizabeth Wacaser and Heidi Barnes were promoted to Circulation Clerks

- Denise Grandon, IT Specialist, is leaving the Library on 7/27/21 to relocate to out-of-state
- The Summer Lunch Program served 443 meals in June
- The Youth Services Staff have been visiting local parks for storytimes this summer. This is the first year we have a park in Wonder Lake on our schedule.

**B. Updates on Projects**

Director Jakacki provided information about the overhead garage door and wireless network replacement projects. Both are complete and stayed on budget.

**X. NEW BUSINESS**

**A. RESOLUTION NO. 2021/2022-03 Resolution to Honor Kathy Lambert**

Director Jakacki read the resolution to Kathy Lambert and to all attendees. Many good wishes and accolades were heaped upon Kathy.

Stone moved and Alexander seconded a motion to approve RESOLUTION NO. 2021/2022-03 Resolution to Honor Kathy Lambert.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. Approval of the FY 2020/2021 Secretary's book**

Secretary Leccese and Trustee Murphy previously reviewed the FY 2020/2021 Secretary's Book, and both informed the entire Board of Trustees that they found the book to be in order.

Alexander moved and Grala seconded a motion to approve the FY 2020/2021 Secretary's Book.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C. Monthly Accounting Services Proposal and Contract**

Director Jakacki informed the Board that we received six proposals for the Library's monthly accounting services. As a result, Director Jakacki and Business Manager Gunness recommend Governmental Accounting, Inc. based on services provided, on-site staffing, specialization in government entities, references, and price. Director Jakacki stated that a representative from the firm would be attending the August 17, 2021 Board Meeting to introduce himself and

answer any questions from the Board.

Reilly moved, and Leccese seconded a motion that Director Jakacki enter into a contract with Governmental Accounting, Inc for the Library's monthly accounting needs starting no earlier than August 1, 2021, at the fees listed in the proposal.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**D.** RESOLUTION NO. 2021/2022-02 Annual resolution authorizing public library district non-resident cards

Leccese moved and Grala seconded a motion to approve RESOLUTION NO. 2021/2022-02 Annual resolution authorizing public library district non-resident cards with the fee set at \$203.50

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**XI. EXECUTIVE SESSION**

**A.** For the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

Grala moved and Alexander seconded a motion to go into executive session at 8:23 p.m. for the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

Murphy moved and Alexander seconded a motion to come out of executive session at 8:35 p.m.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**XII. OLD BUSINESS**

**A.** Trustee vacancy and appointment process. Schedule special meeting to interview candidates.

Leccese moved and Grala seconded a motion to schedule a Special Board Meeting on Tuesday, August 24, 2021, at 7:00 p.m. in the Library's Meeting Room for the purpose of interviewing the following applicants for the trustee vacancy: M. Carey, M. Taradash, and T. Weingart

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

None

**XIV. ADJOURNMENT**

Stone moved and Murphy seconded a motion to adjourn the meeting at 8:38 p.m.

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

Nays: None


Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 17th day of August, 2021

Respectfully Submitted,

  
Monica Leccese, SECRETARY  
BOARD OF LIBRARY TRUSTEES  
McHENRY PUBLIC LIBRARY DISTRICT