



## McHenry Public Library District

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

**Date:** May 18, 2021  
**Time:** 7:00 P.M.  
**Location:** Library Meeting Room #135 and Virtual

#### I. CALL TO ORDER

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

#### II. ROLL CALL

A. Roll was called and a quorum was established

**Members Present:** Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone

**Also Present:** Shane Claucherty, Building Services Manager (remotely); Debbie Gunness, Business Manager; Denise Grandon, IT Specialist; Jennifer May, HR Generalist; Kathy Lambert, PR Manager; Kathy Milfajt, Technical Services Manager (remotely); Lesley Jakacki, Executive Director; Pam Strain, Adult Services Manager

#### III. PLEDGE OF ALLEGIANCE

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

A. None

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

A. Members of the Staff attending the meeting virtually and in-person were introduced.

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

A. Approval of Minutes of the April 20, 2021, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the April 20, 2021, Secretary's report.

Murphy moved and Stone seconded a motion to approve April 20, 2021, Regular Board Meeting.

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

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 April/May 2021, Additional Bills (Distributed night of meeting) and Petty Cash and Credit Card Reports (Distributed night of meeting)

Treasurer Grala brought up that our Property Tax Income was still around 50% for the year, and we discussed the remaining three tax payments for the FY 2020/21 that are due late May through June that should bring our income levels up to budgeted amounts.

A new report was added to the financial statements to make any reimbursement to an employee for travel, petty cash, or telecommute expenses more transparent. Employees are now given the reimbursement due to them as part of their paychecks and separate checks, so the reimbursements no longer show on the check detail, and this new report provides the information.

Leccese moved, and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for April/ May 2021, Additional Bills, and Petty Cash and Credit Card Reports.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

**A.** Institute of Electrical and Electronics Engineers — Award Letter for IEEE Science Kits for Public Libraries Grant

**B.** John Kuhlmann to McHenry Public Library District—Letter of Appreciation of Memorial Donation

**C.** McHenry County Clerk — Abstract of Votes

**IX. LIBRARIAN'S REPORT**

**A.** Librarian's Report

Highlights from the May Librarian's Report were brought to the Board's attention.

- The Youth and Adult Services Departments were brought together under one Public Services Manager and two Assistant Managers who will handle the day-to-day running of their respective departments.
- Staffing Changes: Kathy Lambert, PR Manager, announced her upcoming retirement on July 30, 2021; Deb Lavin retired after 19 ½ years of service, and Laurie Rex was an internal hire for the open Interlibrary Loan Associate position.
- Ten staff members renewed their oath to be Deputy Voter Registrars.

- A.Karwowska, S. Roitberg, and J. May attended ILA's Evaluate Conference to create inclusive and equitable environments.

**B.** Updates on Projects

The following updates on projects were provided to the Board.

- The new event registration and room reservation software, LibraryCalendar, is being launched ahead of schedule. It will be rolled out to patrons on May 24, 2021. The new software makes the event registration and room reservation process much more streamlined, saving staff and patron time.
- The overhead garage door has been shipped to the vendor. We are waiting for its' arrival and scheduling the installation.

**X. EXECUTIVE SESSION**

**A.** 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).

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

**A.** Administration of the Oath of Office

Following the April 6, 2021, Consolidated Election, the following elected trustees took their Oath of Office.

Bud Alexander, Monica Leccese, Susan L. Murphy, Charles T. Reilly

**B.** Resolution 2020/2021-7 Declaring Vacancy Board of Library Trustees

The resolution was read. No additional discussion ensued.

President Reilly called for a voice vote to approve Resolution 2020/2021-7 Declaring Vacancy Board of Library Trustees

Ayes: 6

Nays: 0

Abstain: 0

Absent: 0

**Resolution Passed**

**C.** Plan to fill Vacancy in Board of Library Trustees

After discussing the need and the timeframe for filling the vacancy the Board decided to post the announcement and the application for the Trustee vacancy through the Library e-newsletter, website, and other social media. They also wanted to reach out to the candidate on the ballot who was not elected to let them know about the appointment process. The Board will gather applications and then at future meetings review applications and interview candidates.

**D.** Ordinance 2020/2021-8 Calendar of Regular Meetings For the Board of Library Trustees for Fiscal Year 2021/22

The ordinance was read. No additional discussion ensued.

President Reilly called for a voice vote to approve Ordinance 2020/2021-8 Calendar of Regular Meetings For the Board of Library Trustees for Fiscal Year 2021/22

Ayes: 6  
Nays: 0  
Abstain: 0  
Absent: 0

**Ordinance Passed**

**E.** Nominations for Slate of Officers

The following Slate of Officers was nominated and will be voted upon at the June 15, 2021, Regular Meeting.

Slate of Officers

- President: Charles T. Reilly
- Vice-President: Jill Stone
- Treasurer: Delphine Grala
- Secretary: Monica Leccese

**F.** COVID-19 Library Reopening Plans

In light of the move into the Bridge to Phase 5 of the Restore Illinois plan, the Library has added some soft seating and seating at worktables back into the main room. We have also increased the time for computer use to one hour.

The Library's complete reopening plans once the State moves into Phase 5 of the Restore Illinois Plan, which is slated to occur on 6/11/2021, were discussed. The Library will resume full hours for patrons, open up the back bathrooms and water fountains, and return to assessing and collecting late fees. Most likely, Phase 5 will not have capacity limits for indoors but will still recommend social distancing indoors.

The Library seeks guidance regarding mask-wearing in the Library. The State has followed the CDC guidelines relaxing the mandate for vaccinated individuals. Does the Library want to relax our mask-wearing guidelines for patrons and staff in the public areas of the Library, and if yes, will we require proof of vaccination status?

The Board discussed the mask-wearing in the Library weighing the concerns of those vaccinated along with those unable to be vaccinated at this time (kids and teens), and staff health and safety in working with the public.

The Board felt that staff and patrons should continue to be required to wear masks in all public areas of the Library. They would revisit mask-wearing at the June Regular Board Meeting.

Reilly motioned, and Murphy seconded to reaffirm the Library's decision to require mask-wearing in all public areas of the Library by staff and patrons regardless of vaccination status until further notice.

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

Nays: None

Abstain: None

Absent: None

#### **Motion Passed**

#### **G. FY 2021/22 Budget Update**

Director Jakacki provided the Board with a working copy of the Fiscal Year 2021/22 Budget and notes regarding any substantial changes to budget lines.

Overall, the General Fund revenue is expected to cover our expenses and replenish funds in the Special Reserve Funds.

The following budget lines were discussed at this point.

6020-200- Developer Fees. New and expanding subdivisions and high-density housing planned throughout the district, and construction are picking up again. We expect to see an increase in revenue from this.

President Reilly questioned the negative balances for the Special Reserve and Grant/Gift Funds, and that is shown because the cash in hand for those funds is not reflected as new revenue, which is what is captured on the working budget sheet.

Trustee Alexander questioned the higher expected revenue for the 6070-300 General Fund Gifts. Director Jakacki explained this was based on historical trends showing that we have been receiving more and more cash gifts every year.

President Reilly inquired about the 8410-100 Accounting/ Payroll/Outsourcing increase, and that is because we will be outsourcing the bookkeeping responsibilities, and for 8245-100, that accounts for the entire IT budget, which includes hardware, software, and outsourcing.

Overall personnel budget costs were discussed regarding filling vacancies with part-time staff and possible COLA raises for eligible staff. The Board discussed the merits and the financial implications of raises. Director Jakacki stated that our personal budget expected costs for the upcoming fiscal year would be at its' lowest amount over the past few years due to converting more positions to part-time and not have to pay additional benefit costs. The Board stated that a 1.3% COLA could remain in the proposed budget and will review it at the final stages.

One topic that was brought up and discussed was "fine-free" libraries. Director Jakacki let the Board know that going "fine-free" was a trend nationwide and locally and of the 28 libraries in our CCS Consortium, 25 were "fine-free." Jakacki stated that since we instituted automatic renewals, our fine revenue has decreased drastically. Trustee Alexander and Secretary Leccese both wanted to know that after all the renewals, what would be the incentive for someone to return their materials? We discussed that patrons will still be charged for not returning an item but would not be fined for being late. President Reilly and Vice President Stone wanted to know how this would benefit the Library. We discussed equity of access, removing barriers to library services, goodwill, and possibly streamlining staff time. At this time, the Library will continue to collect and assess fines and is open to learning more about this topic at a future meeting.

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

**XIV. ADJOURNMENT**

Stone moved and Murphy seconded a motion to adjourn at 8:55 p.m.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**Respectfully Submitted,**

**Approved 06/15/2021**

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Monica Leccese, Secretary