



McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: March 15, 2022

Time: 7:00 P.M.

Location: Library Meeting Room West # 136 and virtually via Zoom

I. CALL TO ORDER – President Charles Reilly

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

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

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

Members Absent: Terry Weingart

Also Present: Thomas Hillier, Adult Services Librarian
Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Barb Majka, Circulation Manager
Doug Martin, Director of Economic Development, City of McHenry
Jennifer May, HR Generalist
Pam Strain, Public Services Manager
Zach Terrill, Adult Services Assistant Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

Agenda items will be taken out of order to accommodate visitors in the audience.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the February 15, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the February 15, 2022, minutes.

Alexander moved, and Grala seconded a motion to approve the minutes of the February 15, 2022, Regular Board Meeting.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for February/March 2022, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Grala reported we are at 99% of revenue to budget and 52% for operating expenses. She reported that it is very good and that the Library is doing a good job controlling expenses. Treasurer Grala reported that she noticed we received developer fees of \$131,000. Director Jakacki reported it was for the entire year of 2021.

Stone moved, and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for February/March 2022, 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: Weingart

Motion Passed

***At this point in the meeting the Board took the agenda out of order and entertained agenda item XI. New Business A. Doug Martin, Director of Economic Development, presentation and request of support for the City of McHenry Vacant Building Incentive Program**

VIII. COMMUNICATIONS

- A.** Letter from Habitat for Humanity of McHenry County

Director Jakacki reported that Habitat for Humanity, which owns the ReStore building next to the Library, has purchased the property and building next to them and is applying to have it be a tax-exempt property since they are a non-profit. By law, since it is assessed at over \$100,000, they had to send a letter to all the taxing bodies to inform them.

- B.** Letter from Illinois State Library

Director Jakacki reported this is the annual letter from the State Library regarding our responsibility to report when there is a Board vacancy.

C. Letter to McHenry County College

Director Jakacki reported that annually the College requests a letter from us in support of their Adult Volunteer Literacy Program, for which they use our Library and resources. The College has to apply for a grant every year to fund this program, and the letter supports their application.

D. Letter to McHenry American Legion Auxiliary Post

Director Jakacki reported this was a thank you letter from Pam Strain, Public Services Manager, for their \$50 donation in memory of their Past President, Pauline Zimny.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki highlighted the following items:

- The Friends are having another drive-thru donation day on April 9, 9:00 AM – 2:00 PM, reporting that they had one in the fall, which was very successful.
- The Friends Spring Book Sale will be May 21-22.
- The Friends also approved funding for two Library programs – their annual donation to the Library Summer Reading Program and the Literacy Bin Program.
- The boiler is in, under budget, and working wonderfully.
- Significant anniversaries for four Library staff members.
- Youth Services runs an annual Book Madness program for fourth through eighth graders, like the basketball tournament with brackets where they pit books against each other; 425 brackets were returned.
- She introduced Thomas Hillier, Adult Services Librarian, who gave a presentation on Digitizing Equipment, part of our Library of Things, generously donated by patrons Gabi and Scott Sparacio.

B. Updates on Projects

Director Jakacki reported that the big projects of the boiler and the firewall installations were complete. Treasurer Grala mentioned the article that was in the paper about the Stem Kits and that Anna Karwowski, Youth Services Assistant Manager, was instrumental in gathering leading the project.

X. OLD BUSINESS

A. COVID-19 and Masks

Director Jakacki reported that the Library followed the Governor's Order and dropped the mask mandate on February 28, 2022. She also noted that the Library had not received much feedback from the patrons, and there is still a mixture of both patrons/staff members who are wearing/not wearing masks which is working

well. Director Jakacki reported that effective April.4, 2022, the Library will be adding more of its services back. We will be allowing the public to start booking meeting & conference rooms for use, additional soft seating will be brought back, restrictions on computer use will be eased, and the lounge and vending machines which have been closed for the whole pandemic will be opened up. Trustee Stone inquired about programs; Director Jakacki reported we are still doing a mix of in-person and virtual.

B. Veterans Library Card Policy

Director Jakacki reported we had approved the Veterans Library Card Policy with some language changes. The final policy was included in this month's Board packet at the request of Treasurer Grala during last month's Board meeting.

XI. NEW BUSINESS

A. Doug Martin, Director of Economic Development, presentation and request of support for the City of McHenry Vacant Building Incentive Program

President Reilly introduced Doug Martin, who presented the City of McHenry Vacant Building Incentive Program, which the City Council recently adopted. Mr. Martin requested that the Library consider supporting this policy and consider abating for five years property taxes for buildings that have been vacant for three or more years that are redeveloped. Mr. Martin provided a list of 17 current vacant properties, which he reported is not all-inclusive; 11 buildings on that list meet the three-year threshold. He specifically mentioned the old Sears/Kmart building, which has been vacant for about ten years and is approximately 100,000 square feet combined with the associated retail next to it. Mr. Martin reported that it and other vacant buildings are "eyesores" and that this program was developed to help address this situation. The property tax abatement is not automatic. There is an application process for developers to receive the property tax abatement, which would be on the increase in assessed valuation after the site is improved. The property developer would have to show that the redevelopment would increase the assessed valuation and be good for the community, or there would be no abatement. The Library would first approve support of the policy, then review and approve the individual applications submitted by property developers. A copy of the application was included in the documents provided by Mr. Martin.

President Reilly asked Mr. Martin when he needed an answer from the Library; he reported that the City wants to get this program started as soon as possible. Trustee Stone inquired how this would be marketed. Mr. Martin reported that Heartland Realty will get it out to all the realtors and that it will also be marketed through social media.

A discussion ensued, and some concerns about adopting this policy were raised. President Reilly asked the Board to think about it for a vote on it at the next regular meeting. Treasurer Grala offered to contact Mr. Martin to inquire what other communities are doing like this and ask if the Library is receiving any revenue from these vacant properties. Trustee Stone asked Treasurer Grala to ask Mr. Martin if the table of property taxes he provided is what the property owners are being billed and paying. Treasurer Grala reported that she would email the other Board members with her findings.

Action Tabled until April 2022 Board meeting

B. Identity Protection Act Policy- New

Director Jakacki introduced HR Generalist Jennifer May, who reported that this policy is based on a law that was enacted a while ago. This policy protects our staff's social security numbers and outlines how the Library will store them, utilize them, and, if we request them from staff members, what that looks like to the staff member. President Reilly inquired if we needed to act on it. Director Jakacki reported that the Identity Protection Act requires each local government agency to draft, approve and implement this policy.

Leccese moved, and Grala seconded a motion to adopt the Identity Protection Act Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

C. Pre-authorized or recurring payments to vendors

Director Jakacki reported that many of our vendors are shortening the length of the payment cycle and that, depending on the date of the Board meeting, we are constantly in arrears with some of the vendors. She reported that we would like to set up automatic payments for vendors, like utilities, or one-time EFT payments for bills due before the next Board meeting. President Reilly inquired if the Board needs a motion to approve it, and Director Jakacki stated they would if the Board does not think that the current Bylaws cover it. Secretary Leccese inquired if we set up electronic payments would Board see them. Director Jakacki reported that it would be on the Interim Check Report, which the Board already receives. Secretary Leccese asked if the vendors charge us a penalty or late fees, and Director Jakacki reported that some do.

No action needed since the Board agreed that the Bylaws cover this.

***At this point in the meeting the Board entertained agenda I. Executive Session A. 5 ILCS 120/2(c)1.**

D. Annual Review and Compensation of Executive Director

President Reilly reported that the Board approved the Executive Director for a 1.3% COLA that the staff received at the beginning fiscal year.

Stone moved, and Leccese seconded a motion to approve a 1.3% COLA increase for the Executive Director.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

After the motion was passed, the Board decided to make the 1.3% COLA increase retroactive to Director Jakacki's anniversary date for the position (January 19, 2022), which required that the motion be amended, and another vote by the Board be taken.

Leccese moved, and Alexander seconded to amend the motion previously adopted, to now read "to approve a 1.3% COLA increase for the Executive Director retroactive to anniversary date of January 19, 2022."

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

E. National Library Week 2022 Proclamation

President Reilly introduced the proclamation.

Alexander moved, and Stone seconded a motion to approve the National Library Week 2022 Proclamation.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

I. EXECUTIVE SESSION

A. 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

An executive session was held.

Leccese moved, and Alexander seconded a motion to enter Executive Session at 8:21 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

Murphy moved, and Stone seconded a motion to leave Executive Session at 8:30 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

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

III. ADJOURNMENT

Murphy moved, and Grala seconded a motion to adjourn the meeting at 8:37 p.m.

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

Nays: None

Abstain: None

Absent: Weingart

Motion Passed

APPROVED by the Board of Trustees this 19th day of April, 2022.

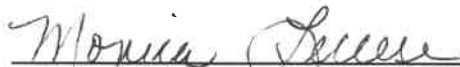
AYES: 7- Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

NAYES: \emptyset

ABSTAIN: \emptyset

ABSENT: \emptyset

Respectfully Submitted,



Monica Leccese, Secretary

McHenry Public Library District Board of Trustees