



## 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:** June 21, 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 7:00 p.m.

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

Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone, Terry Weingart

**Members Absent:** Delphine Grala

**Also Present:** Amy Hodgson, Administrative Assistant  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist (Virtual)  
Kathy Milfajt, Technical Services Manager  
Zach Terrill, Adult Services Assistant Manager

**III. PLEDGE OF ALLEGIANCE**

President Reilly read the following proclamation: "On January 8, 2021, Governor Pritzker issued the twelfth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. In consideration of this and due to the COVID-19 health pandemic, it has been determined that a fully accessible in-person meeting on June 21, 2022, is not practical or prudent. In accordance with Public Act 101-640, this meeting will thus be held in person and virtually, and possibly without the physical presence of a quorum of trustees at the regular meeting location."

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

No corrections or additions.

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

No public comments.

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

**A. Approval of Minutes of the May 17, 2022, Regular Board Meeting**

Secretary Leccese informed the Board that she found no corrections needed for the May 17, 2022, minutes.

Alexander moved, and Murphy seconded a motion to approve the Minutes of the May 17, 2022, Regular Board Meeting.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Grala

**Motion Passed**

**VII. TREASURER'S REPORT – Charles Reilly, President – Treasurer pro tem**

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

President Reilly directed the Board to refer to Page 5 of the Treasurer's Report. He reported that the revenue for Property Taxes was 100% of what the Library anticipated and that Developer Fees were 265% of what the Library had budgeted.

President Reilly indicated that everything is in order as far as revenue is concerned and that there is a surplus this year. Director Jakacki said that expenses are at 72% of the Budget. President Reilly reported that is most commendable to Director Jakacki and her staff.

President Reilly also reported that the Library is not contemplating any transfer of surplus funds to the Reserve Fund yet (we have not reached a buffer of six months yet).

Director Jakacki reported two different check reports, one for May-June 2022 and the other for bills that had to be paid separately because they are in the new fiscal year (2022/2023) but had to be paid before the next Board Meeting. Trustee Alexander inquired about the two payments to The Ground Guys for the same amount. Director Jakacki reported that when we signed the contract, we agreed to pay monthly, so they were the May and June payments.

Weingart moved, and Leccese seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for May/June 2022, Additional Bills (Distributed night of meeting), and Petty Cash and Credit Card Reports (Distributed night of meeting).

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Grala

**Motion Passed**

## **VIII. COMMUNICATIONS**

### **A. Letter to City of McHenry in Support of the Vacant Building Incentive Program**

Director Jakacki reported this was a copy of the letter sent to Doug Martin (City of McHenry) that the Library did vote to support the City of McHenry Vacant Building Incentive Program.

## **IX. LIBRARIAN'S REPORT**

### **A. Librarian's Report**

Director Jakacki highlighted the following items:

- Diane Gaudio in Adult Services hosted a program entitled "Becoming Queen Elizabeth II" by interpretive actress Leslie Goddard. It was one of the most popular programs since the Library returned to in-person programs.
- Pam Strain is the Interim Circulation Manager until a replacement is hired for that position.
- Steffanie Baseley put out Literacy Bins at different laundry facilities in the community so that children have access to literacy materials while they are there with their families. The reaction has been positive, and another laundromat will be joining soon. Steffanie will continue working with the Chamber of Commerce to identify more businesses interested in hosting the Literacy Bins.
- Trustee Alexander inquired about chalk drawings he saw at the Library entrance one day. Director Jakacki reported they were from the first day of the Summer Reading Program.

### **B. Updates on Projects**

Director Jakacki reported that First Midwest Bank is moving to Old National Bank and that the Library is receiving a lot of information on how things will change. One of the big things that will change is that the Library currently does dual signatures on checks, and the bank verifies there are two signatures on the checks (for fraud prevention). She reported that Old National Bank does not offer that service, so the Library will still require dual signatures per our internal procedures but will likely move to Full Positive Check Review, where a check register is uploaded to the bank. Then, when a check is presented to the bank, it will pay the check if the check number and dollar amount match what was uploaded.

Director Jakacki informed the Board that the Library is investigating offering license plate renewal stickers at the Library for renewals within 30 days of the expiration date. She reported that the Library can charge a convenience fee of up to \$9 and that a staff member is checking with other local businesses to see what fee they are charging for this service.

Director Jakacki also highlighted the following upcoming events in the community:

- Pearl Street Market (three times this summer)
- Fiesta Days Parade
- Lakemoor Business Expo on Saturday, August 13, along with Wauconda, River East and Johnsburg libraries.

## **X. OLD BUSINESS**

**A. IDOT Route 31 Expansion Project**

Director Jakacki reported that she sent out the information on the comparable properties used by IDOT to make their offer on fair market value. Per the land acquisitions representative, if there is an issue with any sewer hookups, then that is through the City of McHenry. President Reilly reported his concerns about who pays if the sewer line is moved. Director Jakacki said that she reached out to the business that installed the current Library sign, and they are working on some estimates.

**Action Tabled to future Board Meeting**

**XI. NEW BUSINESS**

**A. Appointment of trustees to approve the FY 021/22 Secretary's book**

Secretary Leccese and Trustee Murphy volunteered.

**B. Parking Lot Resurfacing and Repairs Project**

Director Jakacki reported that we have two estimates and are awaiting the third estimate. The pricing is different between the two estimates because one vendor only quoted for the seal coating and striping. The other is for seal coating, striping, and fixing a lot of the issues we have (e.g., sinkholes. Secretary Leccese inquired how long it has been since the seal coating was last done? Director Jakacki responded the last year it was done was 2019. She noted this would be a stopgap as the parking lot will need to be redone after the Route 31 construction project. Secretary Leccese asked Director Jakacki if she thinks we need the bigger project now? Director Jakacki reported that she does based on how often the parking lot has been patched internally, and it continues to be a problem and safety issue. Secretary Leccese asked if we could go back to the vendors and ask for revised quotes for similar scope of work. Director Jakacki reported she would ask them. Director Jakacki reported that if we move forward with the whole project, the Library would likely need to be closed for a day or two while the repairs are being done.

**Action Tabled to future Board Meeting**

**C. FY2021/22 Compensation Budget Request**

Director Jakacki reported that she sent the Board a memo regarding the unique position the Library is in this year with the Great Resignation and the turnover the Library is experiencing. She reported that the Library budgeted for 45 staff members this year, hoping it would be close to that, which is not the case. However, she reported that existing staff continues to come through by taking on additional responsibilities, changing their schedules, receiving great compliments, and working on goals to move the Library forward. Director Jakacki reported that she believes that what the staff has done, what has been going on, and the additional work staff has had to do, coupled with the amount of surplus the Library has this year that the Library is in a unique position to reward staff with bonuses. She reported that a lot of the surplus has come due to the low staffing this past year and that staff has continued to work and be successful. Secretary Leccese inquired if this would be done now or with the Budget/COLA and how that would work? Director Jakacki reported that because this would be using the surplus funds from the current fiscal year (2021/2022), it would be a one-time bonus at the end of this fiscal year

and that this money would not be used in calculating COLA or raise their base rate. Most of the staff members who would be eligible were here this entire year and went through the pandemic with the Library last year. Trustee Alexander commended Director Jakacki on the documentation she provided supporting this proposal. The Library would "gross up" the bonuses so that staff members would receive the actual bonus amount after taxes. Trustee Alexander moved, and Leccese seconded a motion to approve the FY2021/22 Compensation Budget Request for staff.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Grala

**Motion Passed**

**D. FY2022/23 Operating Budget**

Director Jakacki reported this is the proposed FY 22/23 operating budget for the Library. The first line of figures is the proposed budget, and the second line is the current FY 21/22 budget for comparison. The accompanying budget notes outline any significant difference in revenues and expenses between the two fiscal years. Director Jakacki reported that the proposed budget's expenses are slightly under our expected revenue.

Trustee Weingart inquired about the Library going fine free? Director Jakacki reported it was discussed with the previous year's budget, but it was not moved on, and there was no consensus, so she did the budget for the Fines/Fees again.

Director Jakacki reported that the other big revenue change is for account 6130 for Miscellaneous Income which includes potential funds for the IDOT offer and possible revenue for license plate renewals fees if the Library implements that service), which is why that dollar amount is so much higher for the fiscal year 2022/2023.

She reported that the Fines/Fees account (6050) is higher, which is more in line with what the Library received in the fiscal year 2021/2022.

President Reilly inquired about the estimated Developer Fees? Director Jakacki reported that she budgeted \$175,000 (in the fiscal year 2021/2022, the Library received \$131,000, which was a lot more than was budgeted) since there is still a lot of property growth happening in McHenry.

Director Jakacki reported that some of the big projects the Library is looking at are air conditioning units that need to be replaced, the parking lot, and some large ticket IT projects. President Reilly inquired if the Library is still receiving money for solar panels; Director Jakacki reported we are and that she budgeted even more, this year.

Murphy moved, and Weingart seconded a motion to approve the FY2022/23 Operating Budget.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Grala  
**Motion Passed**

## **XII. EXECUTIVE SESSION**

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

The setting of a price for sale or lease of property owned by the public body.  
5 ILCS 120/2(c)(6).

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting.  
5 ILCS 120/2(c)(11).

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).

An executive session was held.

Reilly moved, and Alexander seconded a motion to enter Executive Session at 7:52 pm.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Grala

**Motion Passed**

Murphy moved, and Reilly seconded a motion to exit Executive Session at 8:16 pm.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Grala

**Motion Passed**

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

Weingart moved, and Alexander seconded a motion to approve the minutes of the following Closed Session meetings: July 20, 2021; August 21, 2021; September 21, 2021; February 15, 2022; March 15, 2022; May 17, 2022.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: Grala  
**Motion Passed**

Leccese moved, and Weingart seconded a motion to release to the public the minutes of the following Closed Session meetings: July 20, 2021; August 21, 2021; September 21, 2021; February 15, 2022; March 15, 2022.

**Roll Call vote:**  
Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart  
Nays: None  
Abstain: None  
Absent: Grala  
**Motion Passed**

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

Director Jakacki shared a magazine article "*Drag*"ing Kids into the LGBTQ Abyss, along with a note addressed to the Board to get rid of a teen program promoting LGBTQ+ was left in the book drop. She also shared that the Library recently had some graffiti in the front public men's bathroom with anti-LGBTQ+ sentiment. A discussion ensued on what LGBTQ+ materials and programs the Library offer. Secretary Leccese inquired if the Board needed to do anything to make everyone feel welcome in the Library? Director Jakacki suggested that the Board might want to consider issuing a Diversity Statement in the future like other libraries have. President Reilly and Secretary Leccese both requested that this topic be put on the agenda for discussion. Director Jakacki reported that she could provide some examples of Diversity Statements from other libraries. Secretary Leccese requested that Director Jakacki provide the Library's Mission Statement for review.

**XV. ADJOURNMENT**

Reilly moved, and Stone seconded a motion to adjourn the meeting at 8:26 p.m.

**Roll Call vote:**  
Ayes: Alexander, Leccese, Murphy, Reilly, Stone, Weingart  
Nays: None  
Abstain: None  
Absent: Grala  
**Motion Passed**

APPROVED by the Board of Trustees this 19<sup>th</sup> day of July, 2022.

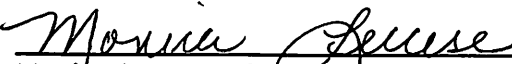
AYES: 7 - Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 0

Respectfully Submitted,

  
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Monica Leccese, Secretary  
McHenry Public Library District Board of Trustees