



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

Date: February 21, 2023
Time: 7:00 P.M.
Location: Library Meeting Rooms # 135 & 136

I. CALL TO ORDER – President Charles Reilly

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

II. ROLL CALL – Terry Weingart, Secretary Pro Tem

Roll was called.

President Reilly moved, and Alexander seconded a motion to appoint Terry Weingart as Secretary Pro Tem in absence of Secretary Leccese.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

Members Present: Bud Alexander, Delphine Grala, Susan Murphy, Charles Reilly, Jill Stone, Terry Weingart

Members Absent: Monica Leccese

Also Present: Amy Hodgson, Administrative Assistant
Lesley Jakacki, Executive Director
Kevin Krewer, IT Specialist
Jennifer May, HR Generalist
Michael Schnaebeler, Building Services Manager
Kaitlyn Swigert, Citizen

III. PLEDGE OF ALLEGIANCE

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 – Terry Weingart, Secretary Pro Tem

A. Approval of Minutes of the January 17, 2023, Regular Meeting.

Secretary Pro Tem Weingart informed the Board that she found no corrections needed for the January 17, 2023, minutes.

Murphy moved, and Stone seconded a motion to approve the Minutes of the January 17, 2023, Regular Meeting

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

VII. TREASURER'S REPORT – Delphine Grala, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for January/February 2023, Additional Bills and Petty Cash and Credit Card Reports.

Treasurer Grala reviewed the highlights of the overall expenses and revenues of the Library as stated in the prepared financial reports for the Board.

Treasurer Grala inquired how the fines and fees revenue would be affected by the Half Price fines event. Director Jakacki stated the amount received as revenue would be reduced, and then there at the March Board Meeting, there would be a request for payment for the amount collected made out to F.I.S.H. She also questioned the expenses in budget 8310-100. Director Jakacki stated that we make quarterly payments to CCS for our membership fees and catalog expenses. Then, once a year, we pay M.K. Solutions to renew the maintenance agreements and software licenses for our automatic materials handler and stations for RFID checkout.

There was a discussion regarding a future review of the Library's bank account interest rates and investments.

Weingart moved, and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for January/February 2023, Additional Bills (Distributed night of the meeting), and Petty Cash and Credit Card Reports (Distributed on the night of the meeting).

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

VIII. COMMUNICATIONS

A. Alexi Giannoulis, Illinois Secretary of State, Library Enhancements Transition Report

Director Jakacki shared the Library Enhancements Transition Report from our new Secretary of State, who serves as the State Librarian as to which issues facing Libraries he plans to address. Some discussion ensued regarding unserved populations and funding of a suite of core databases for all libraries.

B. Letter of Appreciation from Jennifer Einoris

Staff member Jen Einoris was a recipient of the Library's tuition reimbursement program and graduated with her Library Technical Associate Certificate.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

B. Updates on Projects

Director Jakacki shared updates on the following projects in the Library:

- Statement of Economic Interest Forms are due on 5/31/2023 to the County Clerk's office.
- The HVAC unit in our server room was replaced as it was not cooling the room correctly, and we were in danger of the equipment overheating.
- The Library is moving credit card processors for our online fines and fees payments from TSYS to ePay through the Illinois State Treasurer's office. Previously we were required by CCS to use TSYS, but this requirement was dropped at the recent Governing Board Meeting. By utilizing ePay, we will see a decrease in the processing fees the Library pays for accepting credit cards.
- There are no updates on the Route 31 expansion to report. We are still within IDOT's timeframe to receive payment for the land acquisition.
- The Library is working on replacing the thermostats in the Library as the current thermostats were centrally controlled by online software, and the vendor went out of business. We want to move to a new central service to manage the 13 thermostats.
- The StoryWalk at Knox Park is moving along. The display units have been ordered, and we are working with the Parks and Recreation Department and the landscapers to select the exact location. The grand opening will be held at Knox Park on Friday, April 7, at 10 a.m., with a family event.

X. OLD BUSINESS

A. Decennial Committee on Local Government Efficiency Act (Public Act 102-1088)

We are awaiting additional guidance on meetings and reporting.

B. Developer Fees

No updates to provide.

C. Board of Trustees Bylaws Review and Revisions

Director Jakacki presented the next section of the Trustee Bylaws for review. This section focused on individual Trustees' duties and Officers' duties.

She indicated that the proposed revisions to the duties of Officers were focused on clarifying how that role would be filled during a temporary absence. Finally, Director Jakacki talked about adding sections regarding Committees of the Board. President Reilly stated that the preference was a Committee of the Whole. Director Jakacki noted that she did not include any standing committees except the Decennial Committees on Local Government Efficiency Act, the Nominating Committee, and then a section for Ad Hoc Committees.

The Board generally accepted the proposed revisions and will continue reviewing the remaining Bylaw sections and will vote for the updated Bylaws when all the sections are reviewed.

President Reilly and Trustee Alexander continued a discussion from the last meeting's Bylaw review regarding when a Trustee's term ends if they do not run for re-election and no other candidate runs in their place.

XI. NEW BUSINESS

A. Landscaping Contract for 2023

Director Jakacki shared the proposal from the Ground Guys for the 2023 Landscaping Season. She shared that they provided the Library's landscaping and snow removal services for the last two years.

Vice President Stone inquired how the pricing compared to last year's contract. Director Jakacki stated that when you compare it to the previous year, there is a big difference in the total pricing. That was because last year we had 24 weeks of service since we did not sign a contract until mid-May and this year, our contract begins at the start of April which will cover 30 weeks of service. However, the increase is minimal when you look at the costs per individual week of service and projects.

Treasurer Grala inquired if the contract's insurance coverage statement was sufficient. Director Jakacki said it was the standard amount and that the Ground Guys provide us with a Certificate of Insurance with the Library named annually.

Trustee Weingart inquired if there was a discount for paying in full rather than monthly. Director Jakacki said she had not asked about that, but she could. The Board agreed that before signing the contract Director Jakacki should inquire about a pay-in-full discount and, if not available, to still move forward with the contract.

Reilly moved, and Alexander seconded a motion to approve the 2023 landscaping contract from the Ground Guys not to exceed the amount listed on the contract.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

B. Multi-factor Authentication Policy- New

Director Jakacki shared that the Library would implement multi-factor authentication (MFA) as recommended as best practice to increase computer network security and security of information. Devices and services that access staff networks, emails, drives, and other software will require another layer of credentials on top of a username and password. The policy indicates the uses for MFA, those staff, Board, volunteers, and others who would be subject to MFA, the issuing and care of the MFA devices, and any disciplinary action if someone attempts to circumvent the MFA or if staff do not have their MFA fobs and are unable to work.

Director Jakacki indicated that the iPads issued to the Board members would be covered under this MFA policy. The Library's IT Department is available to assist the Board in setting up MFA on their devices.

Grala moved, and Stone seconded a motion to approve the Multi-factor Authentication Policy.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

C. Equal Employment Opportunity Policy- Revised

At the meeting, a revised Equal Employment Opportunity Policy from the packet was distributed with the updated wording "types of work authorization statuses." In addition, director Jakacki informed the Board that new laws had been passed at both the State and Federal levels regarding Equal Employment Opportunity and the protected classes.

Trustee Alexander voiced his concern regarding the wording of "citizenship status, types of work authorization statuses" in the revised policy as he felt those protections contradict employers' requirements to have all new staff complete the I-9 form to verify identity and employment authorization. Director Jakacki stated that all staff must complete the I-9, and if someone does not have employment authorization, we cannot employ them. Still, as long as the Federal Government recognizes the authorization, we cannot discriminate against anyone for the type of employment authorization they hold (for example, citizen, permanent resident, or temporary (nonimmigrant) worker). HR General May talked about how the Library is moving to E-Verify, a web-based employment verification system that verifies identity and employment authorization through several government agencies.

President Reilly questioned the inclusion of wording regarding hairstyles as he was unfamiliar that this was something that occurred. Director Jakacki stated that in 2022 the State of Illinois passed the CROWN Act, which amended the Illinois Human Rights Act to ban race-related hair discrimination.

Trustee Alexander inquired about the phrase "perceived race," Direction Jakacki stated that this is if someone is discriminated against because of their 'perceived' race, for example, thinking they belong to a particular racial group when they do not. The necessity of updating the policy was discussed. Director Jakacki stated that it is in our best interest to demonstrate to staff and potential new hires that we are on top of

current employment law and that the employment law attorneys at HR Source vetted this policy.

Treasurer Grala questioned the wording change in the second paragraph from "Library" to "organization" and why it was not highlighted as being changed. This led to the discussion regarding the Library researching better tools for document comparisons.

Stone moved, and Weingart seconded a motion to approve the Equal Employment Opportunity Policy.

Roll Call vote:

Ayes: Grala, Murphy, Reilly, Stone, Weingart

Nays: Alexander

Abstain: None

Absent: Leccese

Motion Passed

D. Illinois Legislative Meet-up with Senator Wilcox

Director Jakacki stated that the Illinois Library Association would not host the Legislative Luncheon this year and is encouraging libraries to contact their legislators directly. Illinois State Senator Wilcox and Illinois State Representative Weber's districts overlap, representing six Lake/McHenry County Libraries (Antioch, Johnsburg, Lake Villa, McHenry, Nippersink, and River East). The libraries are working together to host the legislators at a meeting at the Lake Villa Public Library on Monday, March 6, 2023, at 8:00 a.m. Up to two trustees from McHenry Library are welcome to join us and let Director Jakacki know if you are interested.

Each Library will have about 5-7 minutes to share a noteworthy item their Library is working on and an issue facing libraries that legislators should be aware of. Then there will be time for the legislators to speak.

E. Financial Auditors Request for Proposal

Director Jakacki informed the Board that she is working on the request for proposals for a new financial auditing firm and inquired about how the Board would like to be involved in the process. After some discussion, the Board stated they would like the Library to bring their top two candidates to a future Board meeting to present their services for the Board to choose from.

XII. EXECUTIVE SESSION

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).

No Executive Session was held.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

No actions taken.

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

XV. ADJOURNMENT

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

Roll Call vote:

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

Nays: None

Abstain: None

Absent: Leccese

Motion Passed

Respectfully Submitted,



Terry Weingart, Secretary Pro Tempore
McHenry Public Library District Board of Trustees

APPROVED by the Board of Trustees this 21st day of March, 2023.


AYES: 6 - Alexander, Grala, Leccese, Murphy, Reilly, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 1 - Stone

Approved,



Monica Leccese, Secretary
McHenry Public Library District Board of Trustees