



**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:** November 16, 2021  
**Time:** 7:00 P.M.  
**Location:** Library Meeting Room West #136

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 and a quorum was established.

**Members Present:** Bud Alexander, Delphine Grata, Monica Leccese, Susan Murphy  
Charles Reilly, Jill Stone (arrived at 7:03 p.m.), Terry Weingart

**Also Present:** Emily Bily, Adult Services Librarian; Chase Blazier, Eder, Casella & Co.;  
Debbie Gunness, Business Manager; Barb Majka, Circulation Manager; Jennifer May, HR  
Generalist; 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**

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

VI. **SECRETARY'S REPORT** – Monica Leccese, Secretary  
A. Approval of Minutes of the October 19, 2021 Regular Board Meeting

Secretary Leccese informed the Board that she found the following corrections needed for the minutes of October 19, 2021, Regular Board Meeting. Update the roll call vote results for the approval of the Secretary's and the Treasurer's report to reflect that Trustee Murphy was absent.

Murphy moved, and Alexander seconded a motion to approve the Minutes of the October 19, 2021, Regular Board Meeting with the corrections noted.

**Roll Call vote:**

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

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

Treasurer Grala reviewed our balance sheet of YTD revenue vs. expenditures and commented that we are in a good position. She also pointed out where the transfer from the Special Reserve Fund to the General Fund is shown in the financial statements.

Stone moved, and Murphy seconded a motion to approve the Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for October/November 2021, Additional Bills, and Petty Cash and Credit Card Reports.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

**A.** Polach Appraisal Group, Inc.

Director Jakacki shared the letter the Board received regarding IDOT's upcoming appraisal of the Library's property regarding the Route 31 Expansion Project.

**IX. LIBRARIAN'S REPORT**

**A.** Librarian's Report

**1.** Share A Service: Emily Bily presents Homebound and Services to Senior Centers

Adult Services Librarian, Emily Bily, presented to the Board an overview of her role as the Outreach Coordinator to the Senior Centers, Assisted Living Facilities, and Homebound patrons and the services we provide to this demographic.

**B.** Serving Our Public 4.0- Chapters 5-8

**C.** Updates on Projects

**X. OLD BUSINESS**

**A.** TIF District request for support from the City of McHenry

Discussion ensued regarding the support of the TIF District. The City could not provide the Board with exact figures of the property tax money due to the Library that was reallocated to the TIF District throughout the project.

Topics discussed were if supporting the TIF District is best for the Library and its' patrons, availability of different fund revenue resources to the City, and the overall benefit to the community.

Reilly moved, and Weingart seconded a motion to approve the drafting of a letter in support of the TIF District Extension from the Library Board to the City of McHenry.

**Roll Call vote:**

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

Nays: Alexander

Abstain: None

Absent: None

**Motion Passed**

**B. IL Route 31 Expansion**

Director Jakacki stated that we received correspondence from IDOT's appraiser as discussed in **VIII. Communications** regarding the Library's property and the Route 31 expansion. We have not received an offer or any additional information at this time.

**C. COVID-19**

Director Jakacki stated that the Library continues to follow the same policies and procedures regarding COVID-19 as we have been. In addition, she mentioned that some local libraries are passing policies regarding vaccine and testing requirements for employees that are in line with the OSHA recommendation for employers of 100 employees or more.

**XI. 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.

No executive session held.

**XII. NEW BUSINESS**

**A. Fiscal Year 2020/2021 Audit**

**1. Presentation of audit from Chase Blazier; Eder, Casella & Co.**

Chase Blazier of Eder, Casella & Co. provided the Board with an audit overview focusing on the Library's net position. Discussion ensued about how the transfer of \$2,000,000.00 from the Special Reserve Fund to the General Fund would be reflected in the audit and this year's financial reports. Also, discussion if the approved resolution for the transfer stated that the exact amount was to be transferred or if an amount up to that amount was allowed.

**B. Review, and acceptance**

**1. Fiscal Year 2020/2021 Audit**

Leccese moved, and Murphy seconded a motion to approve the Fiscal Year 2020/2021 Financial Audit presented by Eder, Casella & Co. with the correction to **Note 6- Deficit Fund Balance** wording from "... The Board approved a \$2,000,000 transfer from the Special Reserve Fund..." to state "... The Board approved an up to \$2,000,000 transfer from the Special Reserve Fund...".

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C.** Quote to replace Library's boiler

Director Jakacki presented the quote to replace the Library's boiler. The boiler is original and provides heat to the upstairs offices and circulation workroom. The current boiler is no longer working efficiently, and heat in those areas is being supplemental by space heaters. A new boiler will be more efficient, provide more consistent heat, be more cost-effective, and have a smaller footprint. While we hope to move forward with the replacement quickly, supply chain issues might delay the replacement.

Reilly moved, and Murphy seconded a motion to approve the replacement of the Library's Boiler with a budget that is not to exceed the cost of \$24,000.00.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**D.** Updated Victims' Economic Security and Safety Act (VESSA) Policy

HR Generalist May walked the Board through the updates to the policy based on changes in Illinois State Law.

Leccese moved, and Alexander seconded a motion to approve the Updated Victims' Economic Security and Safety Act (VESSA) Policy as presented.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**E.** Plan for Executive Director's Annual Evaluation

Director Jakacki stated that her annual performance evaluation is coming up in January. The Board asked that she use the library's performance evaluation form for management

staff for her self-evaluation.

**F. December 2021 Board of Trustees Meeting Schedule**

Director Jakacki stated that there was no pressing business for the December meeting. Due to its proximity to the holidays and lack of business, does the board want to hold the meeting or cancel it?

Reilly moved, and Alexander seconded a motion to cancel the December 21, 2021, Regular Board Meeting.

**Roll Call vote:**

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

Nays: Stone

Abstain: None

Absent: None

**Motion Passed**

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

None.

**XIV. ADJOURNMENT**

Weingart moved and Stone seconded a motion to adjourn the meeting at 9:02 p.m.

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Board of Trustees this 18<sup>th</sup> day of January, 2022

AYES: 4 Alexander, Murphy, Stone, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 3- Grala, Leccese, Reilly

Respectfully Submitted,

  
Susan L. Murphy, Secretary Pro Tem