



McHenry Public Library District
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www.mchenrylibrary.org

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

Date: September 17, 2024
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Charles Reilly, President

President Reilly called the regular meeting to order at 7:00 p.m.

II. ROLL CALL – Monica Leccese, Secretary

A. Roll Call
Roll was called.

Members Present: Bud Alexander, Monica Leccese, Charles Reilly, Thomas Sutliff, Nikki Wallace, Terry Weingart

Members Absent: None

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Brent Michalski, Circulation Manager
Kathy Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Jeff Varda, Citizen of McHenry

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA
None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

Jeff Varda spoke to the Board about his recent work with local students and library card registration accessibility.

The Board will discuss the topic further at the October 2024 Regular Board Meeting.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

- A.** Approval of Minutes of the August 20, 2024, Budget and Appropriation Public Hearing
B. Approval of Minutes of the August 20, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes of the August 20, 2024, Budget and Appropriation Public Hearing and the Minutes of the August 20, 2024, Regular Meeting and found no changes needed.

Weingart moved, and Sutliff seconded the motion to approve the Secretary's Report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. TREASURER'S REPORT – Terry Weingart, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for August/September 2024, Additional Bills, and Petty Cash and Credit Card Reports

Treasurer Weingart stated that actual revenue was \$2,296,000 which is approximately 35% of the \$6,471,000 budgeted revenue. Actual operating expenditures were \$408,000 which is approximately 9% of the \$4,455,000 budgeted expenditures. She added that the figures look good for being 17% into the fiscal year. The current total surplus equals \$1,881,000. Treasurer Weingart asked for clarification on a few items on the Check Report and Director Jakacki provided those details.

Trustee Wallace and Trustee Sutliff had some comments regarding the format of the financial reports. Director Jakacki said she would speak with the Accountant to find out what adjustments are possible.

Leccese moved, and Sutliff seconded the motion to approve the Treasurer's Report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

None.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared the following items from the Librarian's Report:

- August statistics showed a decline in most categories compared to 2023. One area that continues to show notable growth is patron use of eMaterials.
- The August 23 All-Staff In-Service featured presentations from a social worker on the McHenry Police Department force, a RAILS Specialist, representatives from Advanced Fire of McHenry, and Director Jakacki who made a presentation on Intellectual Freedom. Staff also reviewed fire evacuation procedures, practiced fire drills, and practiced using fire extinguishers.

- T. Hillier (Adult Services Librarian) attended Choice Menu event at D15 with the Landmark Committee to promote the library's genealogy and local history resources.
- A. Stansbury (Adult Services Manager), A. Maifield (Youth Services Associate) presented, and B. Salazar (Youth Services Associate) presented at the Tri Choice Conference at McHenry High School. The presentations were on library databases and SEL titles for K-8 students.
- Z. Terrill (Digital Services Librarian) celebrated his 15th year at MPLD.
- J. May (HR Generalist) celebrated her 5th year at MPLD.
- Director Jakacki also shared two articles that mentioned MPLD. The first article discussed the Public Library Per Capita Grant and the second detailed locations now serving as Court Access Library Centers.

1. Share A Service- Find More Illinois with library staff B. Michalski
 B. Michalski (Circulation Manager) presented on the recently launched ILL service called Find More Illinois. It is a statewide service that uses the RAILS delivery network to connect IL residents to previously inaccessible resources outside their local library or consortium.

B. Serving Our Public 4.0- Chapters 1-4

Director Jakacki explained that this is part of the annual review of Illinois State Standards and is also an application requirement for the Per Capita Grant. There were no questions from the Board.

C. Project Updates

Director Jakacki shared that on August 26 the skylight installation was successfully completed with no issues and on budget. Additionally, the network switch replacement project was completed while the library was closed to the public for the August In-Service training.

X. OLD BUSINESS

A. Executive Director Job Description Revisions

Director Jakacki presented the revised Executive Director job description to the Board. She noted that updates were needed to align with current formatting and fully capture the role's responsibilities.

Alexander moved, and Leccese seconded the motion to approve the revised Executive Director Job Description, as presented.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XI. NEW BUSINESS

A. National Friends of the Library Week Proclamation

Director Jakacki requested approval of the annual Proclamation so that it can be presented to the Friends at their quarterly meeting in September. National Friends of the Library Week will take place from October 20-26, 2024.

Weingart moved, and Wallace seconded the motion to approve the National Friends of the Library Week Proclamation.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Unified Communication (Phone) System

Director Jakacki shared with the Board that MPLD's current phone system is out of contract so she obtained new pricing quotes from the current provider and three additional service providers. She noted that the cost for service and equipment has come down considerably since the original contract was signed due to increased competition. Director Jakacki recommended the quote from FirstCommunications (Option 2) for reasons that include price, new features, and no downtime as they are the current service provider.

The Board and Director Jakacki discussed the quotes in detail. Trustee Sutliff stated that certain State and Federal fees were notably excluded from the presented quotes. Director Jakacki explained that the fees will fluctuate each month because they are based on actual usage.

Sutliff moved to approve the FirstCommunications (Option 2) agreement with a stipulation that payment is not to exceed \$1,100.00 per month.

There was no second - the motion did not carry.

Alexander moved, and Leccese seconded the motion to approve the three-year agreement with FirstCommunications (Option 2), as presented.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace, Weingart

Nays: None

Abstain: Sutliff

Absent: None

Motion Passed

C. Deputy Local Election Officials

The Board reviewed the document and had no questions or comments.

Sutliff moved, and Weingart seconded the motion to authorize Secretary Leccese to deputize Lesley Jakacki, Kathryn Milfajt, and Stephanie Nowalk to receive Petitions, Statements of Candidacy, and any other related items.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

D. Board of Trustees

1. Vacancies and Appointments

Director Jakacki explained that despite considerable marketing efforts, no applications have been received for the current Board vacancy. She will be meeting with MPLD's Marketing Coordinator in the coming days to further increase advertising.

E. FY 2024/2025 Budget

1. Levy

Director Jakacki shared that local tax assessments have not yet been certified but are expected in the coming weeks. Once the assessment information becomes available for review she will present her levy recommendation to the Board.

XII. EXECUTIVE SESSION

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

Weingart moved, and Wallace seconded the motion to enter Executive (closed) Session at 8:19 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

Sutliff moved, and Alexander seconded the motion to leave Executive (closed) Session at 8:21 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

A. Disposition of Executive Session Minutes and/or Recordings

Wallace moved, and Sutliff seconded the motion to approve and release the Executive (Closed) Meeting Minutes of March 20, 2024, and July 16, 2024.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

Sutliff moved, and Leccese seconded the motion to approve the destruction of the Executive (closed) Session verbatim recordings of January 17, 2023.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Trustee Appointment

No action was taken.

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

XV. **ADJOURNMENT**

Sutliff moved, and Weingart seconded the motion to adjourn the meeting at 8:30 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Wallace, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 15th day of October, 2024

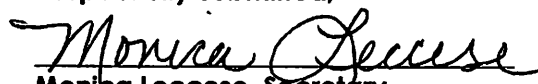
AYES: 5 - Alexander, Leccese, Reilly, Sutliff, Weingart

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Wallace

Respectfully Submitted,


Monica Leccese, Secretary