



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

Date: Tuesday, February 18, 2025
Time: 7:00 p.m.
Location: Meeting Rooms #135 & #136

I. CALL TO ORDER – Bud Alexander, Vice President

Vice President Alexander called the 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, Nikki Wallace, Terry Weingart

Members Absent: Charles Reilly, Thomas Sutliff

Also Present: Jim O'Hagan, Book Reader
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Michael Schnaebele, Building Services Manager
John Shales, SMC Construction
Alie Stansbury, Youth Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

None.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the January 21, 2025, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes of the January 21, 2025, Regular Meeting and found no changes necessary.

Weingart moved, and Wallace seconded the motion to approve the Minutes of the January 25, 2025, Regular Meeting.

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

VII. TREASURER'S REPORT – Terry Weingart, Treasurer

A. Approval of Monthly Financial Statements, Interim Check Report, and Bill Reports for January/February 2025, Additional Bills, and Petty Cash and Credit Card Reports

Treasurer Weingart shared that for the seven months ended January 31, 2025, revenue was \$4,035,000 in revenue (62% of budget) and expenditures were \$1,605,000 (36% of budget), and total surplus is \$2,363,000. The top three sources of revenue are property taxes, dividends and interest, and the Per Capita grant. The top three categories of expenditures are personnel, materials and supplies, and miscellaneous operating expenses. There were no questions or additional comments.

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

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

VIII. COMMUNICATIONS

None.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

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

- January statistics show eMaterials continuing to outpace physical materials in terms of use. Attendance was down, typically attributable to weather at this time of year, but expected to rebound in February and March with the ongoing Library Lovers Expedition event.
- The Winter Reading Program wrapped up in January. Of the roughly 200 people who signed up, 159 completed the program. Those who finished received a free book from the Friends of the Library.
- B. Freidenfelds and K. Castillo joined the Circulation Department as Clerks.
- K. Walas (MLIS student) began interning at MPLD to complete her practicum degree requirement.
- IT Department worked with FirstCommunications to set up some new phone features including bilingual emergency announcements and the bilingual auto-attendant.
- A local wildlife display was borrowed from the McHenry County Conservation District for Library Lovers Expedition.

B. Illinois State Library: FY 2025 Per Capita and Equalization Aid Grant Application

Director Jakacki shared the completed Per Capita Grant Application with the Board and summarized the contents. She also confirmed that the application was successfully submitted.

C. Project Updates
No project updates.

X. OLD BUSINESS

A. Sanitary Sewer Lines Project

John Shales (SMC Construction) gave a brief overview of recent findings impacting the scope of work and detailed his due diligence activities with vendors. Mr. Shales then walked the Board through vendor quotes for the project while noting discrepancies and omissions. The Board asked questions about pricing, logistics, timeline estimates, and previous experience with the vendors. Mr. Shales added his thoughts and recommendations.

Alexander moved, and Weingart seconded the motion to proceed with the bids as presented and recommended by SMC Construction, and requested a supplementary quote for replacing additional carpet.

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

B. Board of Trustees

1. Vacancies and Appointments

XI. NEW BUSINESS

A. Resolution No. 2024/2025-06-- A Resolution To Transfer Money To The Special Reserve Fund

Director Jakacki explained that the resolution is needed to proceed with the transfer of \$825,000 from the General Fund to the Special Reserve Fund, as recommended by MPLD's accountant, Tom Coughlin, at January's Board Meeting. She assured the Board that the transfer was budgeted for so the library has the necessary funds to cover operating costs through the end of the year in addition to a six-month emergency fund.

Leccese moved, and Wallace seconded the motion to approve Resolution No. 2025/2025-06 Resolution To Transfer Money To The Special Reserve Fund.

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

B. Adult and Youth Staff Computer Replacements

Director Jakacki explained to the Board that computer replacements are needed throughout the library because most of the devices run on Windows 10, which will be unsupported after October 2025, and the devices cannot be upgraded due to their age. Director Jakacki added that employees in the Adult and Youth Services departments would avoid the current roaming profile and portability issues by switching to a laptop and docking station setup instead of using desktop machines. She presented quotes from multiple vendors to the Board for consideration and shared the recommendations from the IT department.

Leccese moved, and Weingart seconded the motion to approve the purchase of new Lenovo computers as presented in the quote from Tech Soup.

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

C. Legal Services Request for Qualifications

Director Jakacki explained to the Board that the library has historically used a generalist firm for legal services but there has been a recent need to engage firms who specialize in municipal and library law services. She added that it would be advantageous for the library to retain a municipal law firm on a more permanent basis. Director Jakacki then asked the Board how they would like to be involved in the selection process. The Board expressed support for retaining a specialized firm and asked Director Jakacki to present a final recommendation at a later meeting.

D. School Intergovernmental Agreement

Director Jakacki explained to the Board that the library has been collaborating with District 15 on ways to increase library card access for students, particularly access to library databases and digital materials. She added that the agreement must be reciprocal and the library would need to receive either monetary or in-kind compensation from the school in exchange for the student access. The Board expressed support for the agreement and discussed the in-kind compensation options. Director Jakacki will present a finalized agreement for Board approval at a later meeting.

E. Youth Services Programs

Director Jakacki shared the details of the proposed Pride Story Time program scheduled for June 2025. The Board had previously requested advance notice of any programs that may elicit patron concerns and this is the first program that has that potential. The Board had the opportunity to review the plan and books that will be used and expressed no reservations about moving forward with the program.

XII. EXECUTIVE SESSION

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. In compliance with the Open Meetings Act 5 ILCS 120/2 section 2(c)(3)

Weingart moved, and Leccese seconded the motion to enter into an Executive (closed) session at 8:16 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

Wallace moved, and Leccese seconded the motion to leave Executive (closed) Session at 8:24 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

A. Trustee Appointment

No action was taken.

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

Director Jakacki shared a recent *Northwest Herald* article regarding the City of McHenry and new TIF districts.

Director Jakacki also informed the Board of a recurring patron issue and the necessary action that was recently taken to resolve it.

XV. ADJOURNMENT

Leccese moved, and Wallace seconded the motion to adjourn the meeting at 8:39 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Wallace, Weingart

Nays: None

Abstain: None

Absent: Reilly, Sutliff

Motion Passed

APPROVED by the Board of Trustees this 18th day of MARCH, 2025

AYES: 4- Alexander, Leccese, Reilly, Wallace

NAYS: 0

ABSTAIN: 0

ABSENT: 2- Sutliff, Weingart

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary