



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

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

I. CALL TO ORDER – Charles Reilly, President
President Reilly 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, Charles Reilly, Nikki Wallace

Members Absent: Thomas Sutliff, Terry Weingart

Also Present:

Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Jim O'Hagan
Michael Schnaebeler, Building Services Manager
Vickie Schutze

B. Appoint Treasurer Pro Tem

Reilly moved, and Wallace seconded the motion to appoint Vice President Alexander Treasurer Pro Tem for the March 18, 2025, regular meeting.

Roll Call Vote:
Ayes: Alexander, Leccese, Reilly, Wallace
Nays: None
Abstain: None
Absent: Sutliff, Weingart

Motion Passed

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 February 18, 2025, Regular Meeting

Secretary Leccese stated that she reviewed the Minutes of the February 18, 2025, Regular Meeting and found no changes necessary.

Wallace moved, and Alexander seconded the motion to approve the Minutes of the February 18, 2025, Regular Meeting.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

VII. TREASURER'S REPORT – Treasurer Pro Tem

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

Vice President Alexander delivered the Treasurer's Report and stated that he reviewed the financial reports and check report, finding the figures within the expected ranges and noting no discrepancies or anomalies. He pointed out that the transfer of \$825,000.00 from the general fund to the Special Reserve fund, approved at the last meeting, was reflected in the reports.

For the most recent eight months, revenue was 75% of the budgeted amount, expenses were 38% of what was budgeted, and the surplus was \$2,133,578.00.

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

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

VIII. COMMUNICATIONS

A. Letter to McHenry County College

Director Jakacki shared a letter of support from the McHenry Public Library for McHenry County College's Adult Literacy Volunteer Program.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared that in the statistical infographic, foot traffic compared to the same time last year was lower, and there was a slower start to the Library Lover's Expedition. However, eMaterial circulation and database usage outpaced the previous year's figures.

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

- President Reilly, Secretary Leccese, M. Spaargaren, A. Stansbury, and L. Jakacki attended the State of McHenry Address. We learned about potential TIF districts, new residential developments, and updates on the Route 31 expansion.
- Based on patron feedback regarding readability, we have increased the number of pages to twelve for our *Preface* Newsletter.
- T. Hillier has begun assisting patrons as a certified court library navigator as part of the Court Access Library Center and assisted someone filing for divorce.
- Deliveries to homebound patrons have increased to 26. Adult Services Librarian K. Kimbrel visits each patron monthly and selects materials based on their preferences.
- We have welcomed 846 patrons from across McHenry County as part of the Library Lovers Expedition so far.
- The Technical Services Department purchased a new book repair machine that will allow them to repair damaged book binding more efficiently and with better results, extending the life of materials in our collection.

President Reilly inquired about our 1-on-1 tech appointments, which he read in the *Preface* newsletter.

B. Project Updates

X. 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)

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)

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).

Alexander moved, and Leccese seconded the motion to enter into an Executive (closed) session at 7:15 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

Alexander moved, and Leccese seconded the motion to leave Executive (closed) Session at 8:04 p.m

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

XI. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

A. Disposition of Executive Session Minutes and/or Recordings

Leccese moved, and Wallace seconded the motion to approve and release the Executive (Closed) Meeting Minutes of September 17, 2024, and February 18, 2025.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

Wallace moved, and Alexander seconded the motion to approve the destruction of the Executive (closed) Session verbatim recordings of April 18, 2023, May 16, 2023, June 20, 2023, July 18, 2023, and August 15, 2023.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

B. Trustee Appointments

Following the interviews of candidates J. O'Hagan and V. Schutze, the Board agreed to revisit this item at the April Board Meeting for further consideration and potential appointment.

XII. OLD BUSINESS

A. Sanitary Sewer Lines Project

Director Jakacki shared that since the last meeting, she and Building Services Manager M. Schnaebeler have worked with SMC and project vendors to finalize the sanitary sewer replacement plans and create the project timeline.

She shared the project timeline, indicating that work will begin on March 31 in the south side parking lot, affecting the Meadow Lane entrance and access to the drive-thru book return. While work begins outside, preparations for the impacted Youth Services areas will start by moving the stacks, building a tunnel to contain the worksite, and clearing out furniture. The work inside is scheduled to begin on April 3, with the sanitary sewer line replacement expected to be completed around April 16, after which carpet replacement will start and wrap up around April 28. If the Board moves forward with additional carpet replacement, that work will occur in May. The most disruptive work will be scheduled while the library is closed early mornings or overnight. The Library may need to close one to two days due to work, but the exact days are still to be determined. All permits have been applied for and approved.

Marketing Coordinator A. Mesino is working on his marketing plan to announce the project and impacted services through a press release, in-house posters, social media, and our website.

1. Flooring

At the February 2025 Board Meeting, the Board requested a supplementary quote for replacing additional carpet in the main area that will be affected by the sanitary sewer replacement project. L. Jakacki walked through the supplementary quote with the Board, which deliberated on the cost, along with the age, and condition of the current carpet, and also reviewed samples of carpet choices.

Alexander moved, and Leccese seconded the motion to approve to proceed with the additional main room carpet replacement costs from Johnson Flooring Co., Inc., as presented.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

XIII. NEW BUSINESS

A. National Library Week Proclamation/ Semana Nacional de las Bibliotecas Proclamación

Wallace moved, and Alexander seconded the motion to approve the National Library Week Proclamation/ Semana Nacional de las Bibliotecas Proclamación.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

B. Server Room HVAC replacement

Building Services Manager M. Schnaebeler shared the continued issues with the hanging-style of server room HVAC unit and recommended plans to replace it with a longer-lasting style that will resemble more of a residential unit.

Leccese moved, and Alexander seconded the motion to approve the replacement of the server room HVAC unit at a cost not exceeding \$14,000.00.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

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

Director Jakacki shared information about the LACONI Trustee Banquet, which will be held on May 10, 2025, for any interested Trustee.

She also reviewed the PTELL Worksheet she had just received from the McHenry County Clerk. The total extension for the Library's property tax revenue for FY 2025/2026 will be \$3,988,591.76. The Library had requested a 7.2% levy increase due to new property, while the CPI this year was 3.4%, and we received an adjusted 5.39% increase.

XV. ADJOURNMENT

Leccese moved, and Wallace seconded the motion to adjourn the meeting at 8:38 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

APPROVED by the Board of Trustees this 5th day of April, 2025

AYES: Co-Alexander, Leccese, Reilly, Sutliff, Wallace, Wengart

NAYS: 0

ABSTAIN: 0

ABSENT: 0

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary