



McHenry Public Library District

809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
www.mchenrylibrary.org

MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: May 16, 2023
Time: 7:00 P.M.
Location: Library 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

Members Present: Bud Alexander, Monica Leccese, Charles Reilly, Terry Weingart

Also Present: Bill Edminster, Resident, Decennial Committee Member
Georgann Caputo, Resident, Decennial Committee Member
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Lesley Jakacki, Executive Director
Michele Madsen, Resident
Zach Terrill, Adult Services Manager

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comments

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the April 18, 2023, Regular Meeting.

Secretary Leccese informed the Board that she found no corrections needed to the minutes of the April 18, 2023, Regular Meeting.

Alexander moved, and Weingart seconded a motion to approve the Minutes of the April 18, 2023, Regular Meeting.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

VII. COMMUNICATIONS

A. McHenry County Clerk--Abstract of Votes

This document is the certified election results from the April 4, 2023, Consolidation Election, where Terry Weingart was elected to a six-year term.

B. McHenry County Assessments Office-- Parcel Identification Number Change

With the purchase of some library property by IDOT for Route 31 expansion, the county needed to assign new Parcel Identification Numbers so our and IDOT's property is clearly defined.

VIII. NEW BUSINESS- part I

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

Reilly moved, and Alexander seconded a motion to temporarily adjourn the regular meeting for the purpose of holding the Decennial Committee meeting at 7:05 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

Leccese moved, and Weingart seconded a motion to reconvene the regular meeting at 7:33 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Nomination and election of officers

Nominations came from the floor for the following slate of officers:

- President: Charles T. Reilly
- Vice-President: Bud Alexander
- Treasurer: Terry Weingart
- Secretary: Monica Leccese

All nominees accepted their nomination.

Reilly moved, and Alexander seconded a motion to elect the following Slate of Officers for a term of two-years.

- President: Charles T. Reilly

- Vice-President: Bud Alexander
- Treasurer: Terry Weingart
- Secretary: Monica Leccese

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

C. Oath of Offices

All newly elected officers took their official oath or office.

IX. TREASURER'S REPORT – Terry Weingart, Treasurer

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

Treasurer Weingart reviewed the financial reports with the Board focusing on total revenue, expenses, and surplus. She inquired about the budgeted amount for grants. Director Jakacki stated that when the budget is prepared, we are not aware of all the grant opportunities available, so we budget possible grant revenue in case an opportunity arises.

Treasurer Weingart inquired about the negative balance in the Miscellaneous budget, which Director Jakacki explained was due to some changes needed for the audit's trial balances.

In regards to credit card purchases, there were questions about the Chipotle purchases, which were for the National Library Workers Day luncheon and funded by a donation, purchase to a vendor named Yoto, which was for a starting collection of a new read-along format for young kids, and for the UPS Store which was for printing.

Director Jakacki also commented that the Board might want to consider transferring surplus funds into the Special Reserve Fund in the next few months.

Vice President Alexander inquired about us being over or under when compared to the listed monthly budget. Director Jakacki responded that the monthly budget is determined by dividing the annual budget for that line by twelve. However, our expenses ebb and flow monthly throughout the year, so that monthly budget figure is just a guide.

Leccese moved, and Alexander seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for April/May 2023, Additional Bills (Distributed night of the meeting), and Petty Cash and Credit Card Reports.

X. LIBRARIAN'S REPORT

A. Librarian's Reports

Director Jakacki highlighted the following items from the Librarian's Report

- AARP Tax-Aide Program wrapped up in mid-April, and 449 clients were served.

- Staff answered an interesting reference inquiry for WWII maps of Russia and Poland.
- The Library's StoryWalk was unveiled on April 7 to much fanfare. The Library did report there has been some vandalism to the display units that have already occurred.

B. Updates on Projects

Director Jakacki provided updates on the following projects:

- We received our check from IDOT for the land and any changes to the library's signs, landscape and parking lots.

XI. OLD BUSINESS

A. Trustee Vacancies and Appointments

Director Jakacki shared that we have been advertising the vacancies on our website, social media, and digital signage. She has forwarded the applications received for the vacancies to the Board for their review.

XII. NEW BUSINESS- part II

A. Corporate Authorization Resolution No. FY 2022/2023-09

Director Jakacki explained that this is the resolution required by Old National Bank to update the signature cards and account access for the new officers.

Alexander moved, and Leccese seconded a motions to approve Corporate Authorization Resolution No. FY 2022/2023-09.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

B. Resolution No. FY 2022/2023-08 to Declare a Vacancy

Leccese moved, and Weingart seconded a motion to approve Resolution No. FY 2022/2023-08 to Declare a Vacancy.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

C. Resolution No. FY 2022/2023-10 Honoring Trustee Susan Murphy

No action taken. President Reilly will reach out to former Trustee Murphy to have her attend the June meeting.

D. Financial Audit Proposals

Director Jakacki stated that we received three proposals as a response to the six we sent out for financial auditing services. She asked the Board if they had any questions regarding the proposals she could have answered before recommending a firm at the June meeting.

Secretary Leccese inquired if any of the parts of the audit services were something that was or could be handled by our accounting firm. Director Jakacki explained that accounting and auditing are two very different services where auditing is an evaluation of an organization's financial practices, including accounting procedures, regulatory compliance, and documentation, and accounting is the day-to-day financial activities of the library. Both have specific processes, statutory laws, and standards for their firm's services.

Treasurer Weingart wanted us to ask the firms with the highest fees what extra value their services would offer for the cost. She also wanted to know the anticipated number of hours the staff would need to put in.

E. Purchases

1. Microfilm Readers

Director Jakacki explained that this purchase would be for the replacement of our two microfilm readers that are over ten years old. The current microfilm readers are coming to the end of life and would no longer be supported by the vendor or repair technicians. They are also no longer compatible with newer computers required to use the readers. The microfilm readers are used heavily by those wishing to access the *Plaindealer*, the *Northwest Herald*, and other archival materials brought in on microfilm. The Per Capita funds would be used to cover the purchase cost, and at this time, the vendor is providing trade-in offers.

Weingart moved, and Leccese seconded a motion to approve the purchase of the microfilm readers as presented in the quote from Imaging Office Systems.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Servers

Director Jakacki stated that she and Kevin Krewer, our Technology Specialist met with Eder Casella Technology, who provided us with three options to replace our servers. We focused on industry standards, streamlining our network, backs up and failovers and better utilization of our services.

President Reilly asked how long servers last. Director Jakacki stated that, on average, it is 5-7 years, with industry recommendations to proactively replace equipment at five years which ours are at or past.

Secretary Leccese inquired about the option proposed and if it would provide the failover and redundancy needed. Director Jakacki explained that the Dell servers have a 24/7 guarantee that Dell would restore servers within four hours. Also, as we decommission some of our servers, one of the virtual ones can be set up to act as a failover. We currently have nine servers, and most are underutilized. With this option, we would replace eight of them with two, and one of our current servers would remain in service since it is specific to a specialized function.

Alexander moved, and Leccese seconded a motion to approve the purchase of servers are presented in the quote from Eder Casella Technology.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

F. Policies

1. Local Creator Collection Policy

Director Jakacki explained this would be a new policy and form in our Collection Management Manual for local creators and would go hand-in-hand with us creating a specialized collection highlighting the artistic works of local creators.

Weingart moved, and Alexander seconded a motion to approve the Local Creator Collection Policy.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

2. Employee Blood Donation Leave Policy and Form

Director Jakacki stated that this new personnel policy is in accordance with the State of Illinois' Employee Blood Donation Leave Act, which provides paid leave to donated blood.

Reilly motioned, and Alexander seconded a motion to approve the Employee Blood Donation Leave Policy and Form.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None
Absent: None
Motion Passed

3. School Visitation Leave Policy and Form

Director Jakacki stated that this new personnel policy is in accordance with the State of Illinois' School Visitation Leave Rights Act, which provides unpaid leave to attend school conferences or activities for an employee's child if the meeting cannot be scheduled around working hours.

Leccese motioned, and Weingart seconded a motion to approve the School Visitation Leave Policy and Form.

Roll Call vote:
Ayes: Alexander, Leccese, Reilly, Weingart
Nays: None
Abstain: None
Absent: None
Motion Passed

XIII. EXECUTIVE SESSION

Reilly moved, and Weingart seconded a motion to enter into Executive (closed) session at 8:21 p.m. for the following purpose:

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)

Roll Call vote:
Ayes: Alexander, Leccese, Reilly, Weingart
Nays: None
Abstain: None
Absent: None
Motion Passed

Alexander moved, and Reilly seconded a motion to leave into Executive (closed) session at 8:38 p.m.

Roll Call vote:
Ayes: Alexander, Leccese, Reilly, Weingart
Nays: None
Abstain: None
Absent: None
Motion Passed

XIV. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Director Jakacki was directed to contact the trustee candidates, Thomas Sutliff and Michele Madsen, and invite them to an in-person interview at the June 20, 2023, regular

meeting.

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

XVI. ADJOURNMENT

Alexander moved, and Reilly seconded a motion to adjourn the meeting at 8:46 p.m.

Roll Call vote:

Ayes: Alexander, Leccese, Reilly, Weingart

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 20th day of June, 2023.

AYES: 4 - Alexander, Leccese, Reilly, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 0

Approved,



Monica Leccese, Secretary

McHenry Public Library District Board of Trustees