



**McHENRY PUBLIC
LIBRARY DISTRICT**
WISDOM • KNOWLEDGE • DREAMS

McHenry Public Library District
809 Front Street
McHenry, Illinois 60050
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**McHenry Public Library District
Board of Library Trustees Regular Meeting
MINUTES**

Date: Tuesday, June 18, 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

Roll was called.

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

Members Absent: Michele Madsen

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant

III. PLEDGE OF ALLEGIANCE

IV. CORRECTIONS OR ADDITIONS TO THE AGENDA

None.

V. PUBLIC COMMENT AND RECOGNITION OF VISITORS

No public comment.

VI. SECRETARY'S REPORT – Monica Leccese, Secretary

A. Approval of Minutes of the May 21, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Secretary's Report from the May 21, 2024, Regular Meeting and found no changes necessary.

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

Roll Call Vote:

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

Nays: None
Abstain: None
Absent: Madsen
Motion Passed

VII. **TREASURER'S REPORT – Terry Weingart, Treasurer**

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

Treasurer Weingart called attention to the incorrect date of April 30, 2024, on the first few pages of the Treasurer's Report but verified that the information is actually for May 31, 2024. She stated that actual revenues are \$4,700,000, operating expenditures are \$2,400,000, actual expenditures are \$899,000, and there is a total surplus of \$1,400,000 for the 11 months ending May 31, 2024. Treasurer Weingart emphasized that MPLD is doing very well compared to budget and had no questions.

Trustee Sutliff raised a question regarding the columns labelled as YTD reflecting the entire budget amount instead of only YTD figures. Director Jakacki replied that she would follow up with the Accountant to address the change.

Director Jakacki shared with the Board that MPLD recently received approximately \$45,000 in Developer Donations from the City of McHenry. She added that it will be reflected in the financials for FY 2023/24.

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

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Madsen

Motion Passed

VIII. **COMMUNICATIONS**

A. Letter from Alexi Giannoulis, Illinois Secretary of State and State Librarian—FY2024 Per Capita Grant Award Letter

The letter from IL Secretary of State and State Librarian, Alexi Giannoulis, communicated the Per Capita Grant award to MPLD in the amount of \$62,150.22. Director Jakacki explained to the Board that the grant money will continue to help improve MPLD's standards where needed, as outlined in the Serving Our Public 4.0 document.

B. Letter to the McHenry Garden Club in recognition of donation

Kathy Milfajt, Technical Services Manager, wrote a letter to the McHenry Garden Club in recognition of the Club's donation to purchase gardening-related books for

MPLD's collection. The letter included the titles that were purchased with the donated funds.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

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

- In May, B. Salazar and other MPLD staff visited approximately 1,100 students in District 15 to promote the Summer Reading program.
- Find More Illinois, the new inter-library loan platform, launched on May 21, 2024. Within the two weeks of launch there were about a dozen requests from patrons utilizing the service to request materials outside the consortium.
- The well-attended Celebración de las Madres con Mariachi program was planned by A. Moreno Lomeli, B. Salazar, and E. Montoya-Campos. Patrons enjoyed live music, churros, and crafts. The event was a collaboration between youth and adult staff to create both an inter-generational and bilingual family program.
- The successful Community Shredding event in partnership with the Moose Lodge and Johnsburg Public Library saw 178 vehicles attend.
- The Northwest Herald published an article on MPLD's partnership with PCs for People featuring Digital Services Librarian Z. Terrill and Marketing Coordinator A. Mesino. The library saw an increase in public interest for details about the program immediately following the publication.

B. Reaching Forward Staff Reports

MPLD Staff (Circulation: S. Culp, K. Johnson, Technical Services: A. Meads, Youth Services: S. Kordistos, B. Salazar) attended the paraprofessional Reaching Forward North Conference at Rosemont Public Library on May 10, 2024. Sessions on miscellaneous offerings from other libraries, information regarding working with diverse communities, inclusivity, and the benefits of cross-training were shared among a variety of other topics.

C. Project Updates

No updates were shared.

X. OLD BUSINESS

A. Updates on the Executive Director Job Description Revisions

Director Jakacki shared that she and J. May are still actively working on revisions to the Executive Director job description by utilizing comparable descriptions and refining the existing language to better reflect the mission and vision of the role.

XI. NEW BUSINESS

A. Staff Policies

1. Employment Classifications-Revised

J. May explained the proposed Employment Classifications Policy revisions to the Board. The changes included refined language overall, clarified role

responsibilities, pay scale details, addition of the Intern/Temporary/Substitute Employee category, and removed the Introductory Employee portion with the intention of making it a separate policy.

Leccese moved, and Alexander seconded the motion to approved the revised Employment Classifications policy as presented.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Madsen

Motion Passed

2. Change in Employment Status- Reconsider

J. May explained to the Board that the Change In Employment Status Policy is more of a procedure that is already taking place. It was her recommendation that it is rescinded as a policy and added to MPLD's Procedure Manual.

Leccese moved, and Sutliff seconded the motion to repeal the Employment Classifications policy.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Madsen

Motion Passed

B. Appointment of trustees to approve the FY 2023/24 Secretary's book

Secretary Leccese and Vice President Alexander volunteered to review the Secretary's book for completeness before the July Board Meeting.

C. FY 2024/25 Budget

1. Operating Budget

Director Jakacki explained the changes made to the Budget since the last Board Meeting. She noted the largest change was the amount of cash in hand. This change was due to last month's expenditures and the completed transfer to the Special Reserve Fund. Another change was to the Outsourced Printing Services budget line which was necessary to accommodate the cost of additional pages to the Prefaces, when necessary. The liability insurance budget was also slightly increased.

Director Jakacki also brought to the Board's attention that MPLD is now the last library in McHenry County to still assess fines on all materials. Johnsburg and Nippersink Libraries recently announced that they were doing away with

finer and she expects that this will only encourage more MPLD patrons to advocate for the same. The Board discussed the topic of fines and decided to take no action to change the policy at this time.

Sutliff moved, and Weingart seconded the motion to approve the FY 2024/25 Budget as presented.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Madsen

Motion Passed

2. Adoption of ORDINANCE NO. 2023/2024-08: Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2024-2025

Director Jakacki explained that Ordinance No. 2023/2024-08 lists both the Budget and Appropriation amount (Budget + 25%) for each budget line. The Board had no additional questions.

Sutliff moved, and Leccese seconded the motion to adopt Ordinance No. 2024/2024-08: Ordinance Adopting a Tentative Combined Budget & Appropriations for FY 2024-2025

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Madsen

Motion Passed

3. Scheduling a public hearing for the Annual Budget and Appropriations Adoption

Wallace moved, and Leccese seconded the motion to approve the Public Hearing for the Annual Budget and Appropriations for Tuesday, August 20, 2024, at 7:00 p.m.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Madsen

Motion Passed

XII. EXECUTIVE SESSION

The Board elected not to enter Executive Session.

XIII. **ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION**

None.

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

Director Jakacki and the Board discussed next steps to address the unanticipated Trustee vacancy. The official announcement will be made at the July Board Meeting.

XV. **ADJOURNMENT**

Sutliff moved, and Weingart seconded the motion to adjourn at 7:53 p.m.

Roll Call Vote:

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

Nays: None

Abstain: None

Absent: Madsen

Motion Passed

APPROVED by the Board of Trustees this 16th day of July, 2024

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

NAYS: 0

ABSTAIN: 0

ABSENT: 1 - Wallace

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary