



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

## **McHenry Public Library District**

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

**Date:** April 19, 2022

**Time:** 7:00 P.M.

**Location:** Library Meeting Room West # 136 and virtually via Zoom

**I. CALL TO ORDER** – President Charles Reilly

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, Delphine Grala (arrived at 7:02 P.M.), Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone, Terry Weingart

**Members Absent:** None

**Also Present:** Steffanie Baseley, Youth Services Early Literacy Librarian  
Tom Coughlin, Accountant, Governmental Accounting Inc.  
Amy Hodgson, Administrative Assistant  
Lesley Jakacki, Executive Director  
Anna Karwowska, Youth Services Assistant Manager  
Kevin Krewer, IT Specialist  
Jennifer May, HR Generalist  
Kathy Milfajt, Technical Services Manager  
Pam Strain, Public Services Manager  
Zach Terrill, Adult Services Assistant Manager

**III. PLEDGE OF ALLEGIANCE**

President Reilly read the following proclamation: "On January 8, 2021, Governor Pritzker issued the twelfth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. In consideration of this and due to the COVID-19 health pandemic, it has been determined that a fully accessible in-person meeting on April 19, 2022, is not practical or prudent. In accordance with Public Act 101-640, this meeting will thus be held in person and virtually, and possibly without the physical presence of a quorum of trustees at the regular meeting location."

**IV. CORRECTIONS OR ADDITIONS TO THE AGENDA**

No corrections or additions.

**V. PUBLIC COMMENT AND RECOGNITION OF VISITORS**

No public comments.

**VI. SECRETARY'S REPORT – Monica Leccese, Secretary**

**A. Approval of amended Minutes of the February 15, 2022, Regular Board Meeting**

Secretary Leccese informed the Board that she found no corrections needed for the amended February 15, 2022 minutes.

**B. Approval of Minutes of the March 15, 2022, Regular Board Meeting**

Secretary Leccese informed the Board that she found no corrections needed for the March 15, 2022, minutes.

Stone moved, and Alexander seconded a motion to approve the Amended Minutes of the February 15, 2022, Regular Board Meeting as presented and the Minutes of the March 15, 2022, Regular Board Meeting.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VII. TREASURER'S REPORT – Delphine Grala, Treasurer**

**A. Governmental Accounting, Inc. quarterly review of finances**

Accountant Tom Coughlin reported on the financials through March 31, 2022. He reported that the Library is 75% through our fiscal year and is at 99% of total revenue. Mr. Coughlin reported that the Library is at 57% of the total budget on the expense side and slightly under what was budgeted on the revenue side, with three months remaining in the fiscal year. He reported that the Library is in a very good position nine months into the fiscal year.

Treasurer Grala reported that she noticed a marked increase in the Miscellaneous Sales account. Director Jakacki said that the account is used for Miscellaneous Income and included funds refunded from Trinet, the Library's former payroll benefits service.

Treasurer Grala reported that the Library has received more in solar credits than was budgeted and that the copy income for the past month was substantially higher than in previous months, which Director Jakacki attributed to tax season. Treasurer Grala inquired why internet service was up about \$1,000 the past month; Director Jakacki reported that we paid two months of bills at once. Secretary Leccese asked if the Library has implemented auto-pay yet. Director Jakacki said that the Library used electronic fund transfer (EFT) for Comcast (internet). Treasurer Grala inquired about a \$14,000 increase in the Capital Projects/Equipment expense account; Director Jakacki reported that it was for the boiler. Treasurer Grala said that the finances are in really good shape with three months remaining in the fiscal year. President Reilly reported that the Library is top-heavy in cash in the General account fund and that there are some regulations

related to that. Director Jakacki reported that the fund balance policy is that the Library wants to keep 3-6 months of reserves in the General Fund to cover expenses.

Trustee Alexander inquired about the New England Aquarium Corp expense and what the Library is purchasing from them. Director Jakacki reported they would be doing virtual tours of their aquarium as a program and that was the deposit payment. Trustee Alexander also inquired about 4Imprint Inc. Director Jakacki reported that is for promotional material, anything branded, and that Comicon this year will be back in-person so that expense was for banners to advertise that program.

**B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for March/April 2022, Additional Bills and Petty Cash and Credit Card Reports**

Alexander moved, and Murphy seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for March/April 2022, Additional Bills (Distributed night of meeting), and Petty Cash and Credit Card Reports (Distributed night of meeting)

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

**A. McHenry County 2021 Tax Computation Report**

Director Jakacki reported that this report shows what the County has determined the Library will receive in property tax revenue this coming fiscal year.

Vice President Stone inquired how that compares to the previous fiscal year? Director Jakacki reported it is \$87,000 more and a combination of the Library taking the levy increase, new property for which there was 10 million dollars of new assessed value in the Library district, and if people's homes/property were assessed at a higher rate.

**B. Letter to Carol Cooney – acknowledgement of donation**

Director Jakacki reported that this was a thank you letter from Public Services Manager Pam Strain to Carol Cooney for her memorial donation for Mr. Ormel Prust and the items purchased with that donation.

**IX. LIBRARIAN'S REPORT**

**A. Librarian's Report**

Director Jakacki highlighted the following items: Photos of a young patron participating in a virtual program and the craft, a photo of a young patron who took advantage of the Library's vacation bag, and an adult in-person calendar craft program. President Reilly inquired about the summer reading program, which Director Jakacki reported

starts June 1. Vice President Stone said that she attended two programs hosted by Bilingual Adult Services Librarian Araceli Moreno and complimented Araceli on doing a good job with those programs. Trustee Alexander reported that he was impressed that the Library was able to help a patron find an item from the 1800s.

Secretary Leccese Inquired about the meals program and if we are doing the average amount, more or less? Youth Services Assistant Manager Anna Karwowska reported that it is hard to tell over the school year. Also, during the last few years of COVID, the Library offered a "grab a meal" style rather than have the children eat in the Library. Anna reported that we are doing about 40-50 meals per month during the school year, and during the summer, we do over 400 meals per month. She reported that the meals program would go back to normal for the coming summer, where the children will be on-site at the Library; it will be offered Monday-Friday. Vice President Stone inquired if the Library will have programs available for the children when they come for the meals, and Anna reported that the library will.

President Reilly inquired if the Library was still a polling place? Director Jakacki reported that it is but that because of COVID, the Governor did not have an election in the spring; he moved the primary election to June this year.

**B. Updates on Projects**

**X. OLD BUSINESS**

**A. COVID-19 and Masks**

Per Director Jakacki, there was nothing new to report regarding COVID and masks. However, she said that the Library opened up more of its services, and very few have not reopened like the Discovery Hub.

**B. Request to support the City of McHenry Vacant Building Incentive Program**

A discussion ensued, including questions, concerns, and thoughts about adopting this policy. Treasurer Grala reported that the City is already offering this abatement to developers; they want other taxing bodies to adopt this policy to make that abatement greater. President Reilly said that the Board does not have to decide tonight and asked the Board to keep thinking and talking about it. Vice President Stone stated that she would like to know how the other taxing bodies vote on this policy.

**Action Tabled until May 2022 Board meeting**

**XI. NEW BUSINESS**

**A. StoryWalk® Presentation and expenses**

Director Jakacki introduced Steffanie Baseley, Youth Services Early Literacy Librarian, who presented the StoryWalk® project, an interactive outside activity where you read a picture book while walking along a walking path. It will help children learn early literacy skills and promote kinesthetic learning, which is how learners absorb information via a physical component. The StoryWalk® will be located at Knox Park, McHenry, located off Route 31 and Bull Valley. The Library has partnered with McHenry Parks and Recreation and is currently building a walking path in Knox Park which Steffanie reported is an ideal location since that is where summer camp is held. The StoryWalk® will be dual language

(English and Spanish) and about a quarter-mile long. The Library will be responsible for coordinating the installation and maintaining the stories and McHenry Parks and Recreation will maintain the grounds and displays. The StoryWalk® will be marketed via The Preface and the McHenry Parks and Recreation newsletter. The books will focus on nature stories and be changed seasonally. The estimated cost is \$12,000 and Director Jakacki reported that funds from the Roberta Kriese Estate could pay for this project.

Stone moved, and Weingart seconded a motion to approve expenses not to exceed \$12,000 for the StoryWalk® Presentation.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**B. Fiesta Days Parade on July 17, 2022 Library Closure**

Director Jakacki requested permission to close the Library on July 17, 2022, so that staff can participate in the Fiesta Days Parade. She reported that Adult Services Assistant Manager Zach Terrill has arranged for the Library to have a float in the parade this year. The float's theme will be "Oceans of Possibilities" to coincide with the summer reading program.

Leccese moved, and Alexander seconded a motion to approve the closure of the MPLD on July 17, 2022 to the public in order to participate in the Fiesta Days Parade.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**C. Landscape Maintenance contract for 2022**

Director Jakacki reported that Building Manager Shane Claucherty recommended that the Library renew our annual landscape contract with The Grounds Guys for 2022, which the Library has used exclusively for the past three years. Secretary Leccese inquired about the additional fuel surcharge stated in the contract when fuel exceeds \$4.00/gallon and wants more details on that fuel surcharge as the contract presented does not specify the amount. President Reilly requested that the Board defer voting on the contract until the Library receives additional information on the fuel surcharge fee.

**Action Tabled until May 2022 Board meeting**

**D. Review of verbatim recordings of regular board meetings held remotely under State Executive Orders**

Director Jakacki reported that when the Governor's Emergency Order amended the Open Meetings Act to allow public bodies to hold meetings via videoconference

without a physical quorum, one of the stipulations was that the Library had to make verbatim recordings and retain them for 18 months. The meetings listed in the Board packet are ones for which 18 months have passed, and those meeting minutes have been approved so the Board needs to vote to destroy those recordings.

Leccese moved, and Grala seconded a motion that in compliance with State Executive Orders pertaining to holding open meetings remotely during the COVID-19 pandemic, the board approve the destruction of the verbatim recordings of the regular board meetings held on April 21, 2020; May 26, 2020; July 21, 2020; August 25, 2020, and September 15, 2020.

Roll Call vote:

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

#### **E. Policy Committee**

Director Jakacki reported that the Library's staff and public policy manuals state that the Library should be reviewing every policy within two years, so the Library should have a continual policy review. Director Jakacki inquired if the Board wants to continue to review them as a whole at the Board meetings or if the Board is interested in having a Policy Committee to pre-review them and provide recommendations. She reported that the committee would include three Board members and 2-3 Library staff. The committee would review the policies, could request revisions, and make recommendations to the Board for approval.

Secretary Leccese and Trustees Alexander and Weingart volunteered to be on this committee. Vice President Stone volunteered to be an alternate.

Stone moved, and Grala seconded a motion to form a Policy Committee consisting of Secretary Leccese, Trustee Alexander, and Trustee Weingart to review and recommend new and revised policies to the Board for approval.

**Roll Call vote:**

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

#### **F. FY 2022/2023 Employee Compensation Budget**

Director Jakacki reported that the Library is starting the budget process for FY22-23 and that she prepared different options of staff compensation for the Board to review. Secretary Leccese inquired if the proposed budget includes the whole staff; Director Jakacki reported that it does (43 staff). Trustee Murphy asked about the 15% increase for health insurance and if the Library has a broker for that? Director Jakacki reported that we do and that the broker suggested 15% for budgeting purposes. President Reilly inquired how close the Library is now to minimum wage? Director Jakacki reported all

staff is at current minimum wage standards. The Library is looking ahead at the future \$15 minimum wage. Trustee Alexander asked Director Jakacki if she had the authority to bump up the starting wage for a position that had been vacant for a while. She reported that she does but due to pay equity within the departments, she would not want someone who has been with the Library for ten years and has the experience and tenure to be making less money than a new hire. She reported that the Library is looking at both new hires and pay equity for existing staff so they don't feel undervalued or can't earn the same salary as a new hire. Vice President Stone inquired if people know each other's wages? Director Jakacki reported that information is posted on the internet because we are a government agency. Also, Treasurer Grala has to sign off on a salary statement that anyone has access to twice a year.

Director Jakacki introduced HR Generalist Jennifer May to provide her experience with recruiting and retention when we are not paying the \$15 starting wage. Jennifer reported that recruiting has been challenging, and we have three positions that have been open for three months. She noted that we are losing candidates a lot because the majority are looking for between \$14-15 per hour and that we are not getting the kind of candidates or response rates for the positions we would like. Jennifer reported that our Library is not as competitive as other libraries in terms of salary. She presented three options for the Board to consider.

A discussion ensued. Treasurer Grala asked if HR Generalist May could provide the Board with starting salaries at surrounding libraries and she said she could. President Reilly asked when Director Jakacki needs an answer? She reported that since compensation is 62% of the Library budget, she can't move forward with creating the rest of the budget until this is resolved and that she would like it by next month at the latest. President Reilly inquired if all proposed options are within budget, and Director Jakacki said yes. Treasurer Grala asked if there is a typo in the headings for Options 1 and 3 and if it should say 1/1/2025? Director Jakacki reported yes, that it should say 1/1/2025. She also reported that she knows the Board is concerned about being ahead of the deadline, but \$15 per hour is already here in the consumer's minds. Trustee Alexander requested that the Library come back with Options 1 & 3 with \$14/HR.

### **Action Tabled until May 2022 Board meeting**

#### **I. EXECUTIVE SESSION**

**A.** 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

No executive session held.

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

#### **III. ADJOURNMENT**

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

Ayes: Alexander, Grala, Leccese, Murphy, Reilly, Stone, Weingart

Nays: None

Abstain: None

Absent: None

**Motion Passed**

APPROVED by the Board of Trustees this 17<sup>th</sup> day of May, 2022.

AYES: 6- Alexander, Grala, Leccese, Murphy, Reilly, Weingart

NAYES: 0

ABSTAIN: 1- Stone

ABSENT: 0

Respectfully Submitted,



Monica Leccese, Secretary

McHenry Public Library District Board of Trustees