



McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: January 17, 2023

Time: 7:00 P.M.

Location: Library Meeting Rooms # 135 & 136

I. CALL TO ORDER –President Charles Reilly

President Reilly called the regular meeting to order at 7:01 p.m.

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Delphine Grala, Monica Leccese, Susan Murphy, Charles Reilly, Jill Stone, Terry Weingart

Members Absent: None

Also Present: Amy Hodgson, Administrative Assistant
Tom Coughlin, Governmental Accounting
Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Zach Terrill, Adult Services Manager

III. PLEDGE OF ALLEGIANCE

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 Minutes of the November 15, 2022, Regular Board Meeting

Secretary Leccese informed the Board that she found no corrections needed for the November 15, 2022, minutes. She reported that no Board Meeting was held in December.

Stone moved, and Murphy seconded a motion to approve the Minutes of the November 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. Tom Coughlin, Governmental Accounting Inc., quarterly review of library finances

Tom Coughlin, Governmental Accounting, Inc. provided a quarterly report of the Library's financials. Treasurer Grala inquired about the surplus of operations at 878% and if that is unusual or not unusual to have such a high percentage when looking at the percent to the budget? She also inquired about the high percentages for the fund balances. Mr. Coughlin reported that the Library has received all of its Property Taxes revenue for the fiscal year which is driving that surplus and that it will be used up in the next six months by expenditures. He reported that the Library is half-way through the budget year and that Library expenses are only 35% of the budget.

Treasurer Grala inquired why the Cobra insurance income was almost \$3,300 in December and much higher than it had been in previous months? Director Jakacki reported that the Library's benefits year renews on December 1 and that many of the Library's retirees paid their insurance premiums for the entire year at that time.

Treasurer Grala reported that the gas charge was almost \$2,000 in December compared to an average of \$160 per month in July, August and September. Director Jakacki reported that gas pricing has increased and that the temperature has been much lower. She reported during the summer months the Library's gas charges are really low. Vice President Stone inquired if the budget plan would help the Library? Director Jakacki reported that the budget plan is not available to the Library because it is a commercial business.

Treasurer Grala inquired about the Building Operations/Maintenance expense account which was over \$3,000 in December. She reported that previous months were about \$1,200 and \$1,800 but September was almost \$3,000 and inquired if it was quarterly expenses? Director Jakacki reported that it was due to the Library having some repairs (e.g. elevator, several HVAC issues) in the past few months and that the monthly total will fluctuate based on when the Library needs repairs.

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

Director Jakacki reported changes to our Amazon Business Account Billing. In December, Amazon notified the Library that they were no longer offering the credit card option through Synchrony Bank. The Library had to open up a line of credit through Amazon directly and now Amazon invoices the Library individually for each purchase. Going forward, Amazon will be part of the monthly bills breakdown and there will no longer be a separate Amazon report.

C. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for December 2022/January 2023, Additional Bills and Petty Cash and Credit Card Reports

Treasurer Grala reviewed the December 2022/January 2023 financial statements.

Trustee Alexander inquired about the USPS check for \$2,500? Director Jakacki reported that it is the bulk postage to mail the Library's newsletter which is paid five times per year. Director Jakacki reported that with all the apartments and development in Wonder Lake that fee will likely increase plus the post office is increasing rates in the next few months.

Treasurer Grala inquired about the mk Solutions expense? Director Jakacki reported that it is the annual service agreement for the automatic materials handler.

Treasurer Grala inquired of Mr. Coughlin, his perspective on how the Library is doing financially? Mr. Coughlin reported that what stands out to him is the fact that the Library's expenses are only 35% of budget at this point in the fiscal year. He reported that since personnel expenses have been down, the Library is trending nicely. Director Jakacki reported that personnel expenses are related to not being fully staffed but they will be going up as the Library has hired five new staff members within the past few months.

Murphy moved, and Leccese seconded a motion to approve the Monthly Financial Statements, Interim Check Report, and Bill Reports for November/December 2022 and December 2022/January 2023, Additional Bills (Distributed night of the meeting), and Petty Cash and Credit Card Reports (Distributed on the night of the meeting).

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

VIII. COMMUNICATIONS

A. Letter to Johanna White in recognition of donation

Director Jakacki reported that the Library received a \$500 donation from Johanna White in honor of Library staff and noted that Johanna also gave a donation in the previous year. Last year the Library used her donation for a National Library Workers Day luncheon and other staff initiatives. This was a letter acknowledging Johanna's donation in December 2022 and how the Library plans to use her donation this year. Vice President Stone suggested the Board also write Johanna a thank you note and volunteered to do that.

B. Letter to Financial Education Foundation in recognition of donation

Director Jakacki reported that the Library received a \$1,500 donation from the Financial Education Foundation for books related to financial education for children and young adults and that this was a letter acknowledging their donation. The Library is researching options for using this donation such as books teaching children the basics of money,

guides for financial aid for teens going to college and science stem kits to teach math and money handling skills,

C. Illinois State Library: FY 2023 Per Capita and Equalization Aid Grant

Director Jakacki reported on the Per Capita Grant that the Library submitted to the State Library for our annual Per Capita application and included information on what the Library did with last year's Per Capita money.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki reported that the Librarian's Report was a combination of items from November and December.

She highlighted the following items:

- Different types of reference questions received, particularly by Adult Services.
- Variety of staff outreach with photos including staff playing the reindeer ring toss game at the Holiday Walk.
- New staff hired in November (Circulation Manager Brent Michalski and Building Service Manager Michael Schnaebeler), December (Circulation Clerk Keegan Smith) and January (Circulation Clerks Jennifer Lowrey and Grant Vallone).
- Pam Strain, Director of Public Services, retired in December after almost 10 years of service. Director Jakacki reported that Pam had planned to retire earlier in the year but was very gracious and stayed a few extra months due to changeovers in Circulation.

Vice President Stone noted the 296% increase in the Library's in-house wifi usage in December as reported in the Librarian's Report.

B. Serving Our Public 4.0 – Chapters 9-13

C. Updates on Projects

Director Jakacki reported on development projects going on in the City of McHenry:

- Utilities are starting to be marked for the IDOT project.
- The building on the corner of Route 31 & Oak Avenue is being rezoned for a tavern with video gaming.
- A 54-unit apartment complex (Taylor Place Apartments) is going on Mill Street. Vice President Stone reported that behind that they are putting a frisbee golf course.
- Justen Funeral Home will possibly be removed and replaced with a right-of-way connecting Elm Street to Green Street. Retail space will be added along there.
- District 15 is planning to move their district offices to the old HR Green building that has been vacant.

X. OLD BUSINESS

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

Director Jakacki reported that the Library is still waiting for guidance from the County and the State. She reported that the Library will not miss any timelines as other libraries

are waiting for information too.

B. Developer Fees

Director Jakacki reported there have been no changes with looking into it.

C. Board of Trustees Bylaws Review and Revisions

Director Jakacki reported that these documents were also on the November 2022 Board Meeting agenda which the Board tabled until President Reilly was in attendance. Director Jakacki reported that items in blue are possible places where the Board could add to or update the bylaws based on either changes to the State Statutes or expanding wording. Director Jakacki reported this was just the first few pages of the Bylaws and that the Board had discussed forming a committee to review them.

President Reilly reported that he thought he saw something already in the Bylaws regarding Board attendance. Director Jakacki reported that she did not think there was a qualifier. A discussion ensued on other library Boards attendance policies, how the McHenry Library Board might want to handle any attendance issues in the future and qualifications for being a McHenry Library Board trustee.

The Board also discussed term lengths for McHenry Library Board trustees which is currently six-years. Director Jakacki reported that other libraries have moved to four-year terms as a recruitment method to attract new Board members.

For current Board Members at the end of their term who chose not to run for re-election, after the April election, the Library will:

- Declare vacancies for those positions since no one has chosen to run for them.
- Appoint someone to the positions.

Director Jakacki reported that due to a change in the law this year, the Library will have 90 days to fill a vacancy. If the Library is not able to fill the vacancy within 90 days, then the Secretary of State or State Librarian could appoint someone to the vacancy.

XI. NEW BUSINESS

A. Materials and Display Reconsideration Policy

Director Jakacki reported that this is Library's Materials Reconsideration Policy and noted that the Library's current policy did not match some procedures the Library had implemented and was incomplete. The Collection Development Committee reviewed the policy and added some additional information outlining the steps and how to appeal the Library Director's decision with the Board.

Secretary Leccese reported that she disagrees with people coming to the Library Board and feels the Library Board should not be addressing these types of issues. She reported they should be addressed by the Library Director and that the Library Board hired the Executive Director to make these types of decisions. Director Jakacki reported this a standard procedure passing an appeal to the Board as the higher authority over the Library Director.

President Reilly reported that he thinks the Board more accurately reflects the values of the community as opposed to putting that decision in the hands of the Director. President Reilly reported that the Board could decide as a group whether or not they want a certain piece of literature in the Library and that it would be more representative of the public norm in our community. Trustee Alexander reported that since the Library Director is not an elected position, people should have the opportunity to go to elected people for an appeal.

Trustee Weingart reported that she liked the first paragraph in the proposed policy. Treasurer Grala suggested that the last sentence of the first paragraph ("The Library does not endorse the opinions expressed in its materials.") be its own paragraph so it does not get lost in the first paragraph. A brief discussion ensued on changing "No reconsideration request on the same title..." from 24 months to 12 months to which the Board agreed.

President Reilly clarified that it would come to the Board only upon appeal which Director Jakacki confirmed. He requested that the Board be informed of the Library Director's decisions so the Board is monitoring them.

Weingart moved, and Grala seconded a motion to approve the Materials and Display Reconsideration Policy with the changes noted.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

B. 2023 Consolidation Elections and Trustees

Director Jakacki reported on the Library's candidates and promoting via word-of-mouth that the Library Board has positions open. President Reilly read the resignation letter he received from Treasurer Grala. Director Jakacki reported that April 2023 will be the last Board Meeting for both Vice President Stone and Treasurer Grala. The election is on April 4, 2023. At the April Board Meeting the Library will declare vacancies in the two open positions. New and/or re-elected Board Members will be sworn in at the May Board Meeting.

XII. EXECUTIVE SESSION

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/(c)(1).

An executive session was held.

Murphy moved, and Grala seconded a motion to enter Executive Session at 8:06 pm.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

Grala moved, and Murphy seconded a motion to exit Executive Session at 8:22 pm.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

Murphy moved, and Alexander seconded a motion to release the minutes of the May 17, 2022, Closed Session meeting and to approve and release the minutes of the following Closed Session meetings: June 21, 2022; July 19, 2022.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

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

President Reilly inquired if there was any other business to come before the Board. Director Jakacki reported on several documents that were left out during the Librarian's Report.

- She shared a heat map which takes an average of people coming into the Library throughout the calendar year and calculates an average per hour by day of the week. The various colors on the heat map indicate when the Library is busiest or least busy. Director Jakacki reported she thought this would be beneficial for strategic planning when reviewing Library hours. She reported that other area libraries have adjusted their hours based on this type of information.
- The other document compares where libraries are within comparison to other local libraries in areas like tax rate per \$100 of equalized assessed value, expenditures per person, registered borrowers per population and what percent of expenditures are for Library materials.

XV. ADJOURNMENT

Murphy moved, and Weingart seconded a motion to adjourn the meeting at 8:31 p.m.

Roll Call vote:

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

Nays: None

Abstain: None

Absent: None

Motion Passed

APPROVED by the Board of Trustees this 21st day of February, 2023.

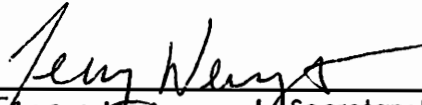
AYES: 6 - Alexander, Givala, Murphy, Reilly, Stone, Weingart

NAYES: 0 -

ABSTAIN: 0 -

ABSENT: 1 - Leccese

Respectfully Submitted,



Terry Weingart Secretary Pro Tem
McHenry Public Library District Board of Trustees