



McHENRY PUBLIC  
LIBRARY DISTRICT  
WISDOM • KNOWLEDGE • DREAMS

## McHenry Public Library District

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

**Date:** August 15, 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 7:30 p.m.

**II. ROLL CALL** –Secretary

Roll was called.

**Members Present:** Bud Alexander, Michele Madsen, Charles Reilly, Thomas Sutliff, Terry Weingart

**Absent:** Monica Leccese

Reilly moved, and Alexander seconded a motion to appoint Trustee Madsen as Secretary Pro Tem in the absence of Secretary Leccese.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**III. PLEDGE OF ALLEGIANCE**

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

None.

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

**Also Present:** Lesley Jakacki, Executive Director  
Doug Martin, City of McHenry, Director of Economic Development  
Jennifer May, HR Generalist  
Michael Schnaebele, Building Services Manager  
Zach Terrill, Adult Services Manager  
Nikki Wallace, Resident  
Jack Walrath, Resident

**VI. SECRETARY'S REPORT – Michele Madsen, Secretary Pro Tem**  
**A. Approval of Minutes of the July 18, 2023, Regular Meeting.**

Secretary Pro Tem Madsen stated that she had reviewed the July 18, 2023, Regular Meeting minutes, which appear to be in order. She inquired if any changes were needed.

Director Jakacki stated that page 5 of the minutes in the Board Packet shows that the non-resident fee for cardholders is \$209.17 when the correct amount is \$206.17. The minutes have been corrected to reflect the right amount.

Weingart moved, and Sutliff seconded a motion to approve the Minutes of the July 18, 2023, Regular Meeting as corrected.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**VII. TREASURER'S REPORT –Terry Weingart, Treasurer**  
**A. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for July/August 2023, Additional Bills and Petty Cash and Credit Card Reports**

Treasurer Weingart reviewed the overall revenue, expenditures, and surplus figures for the Board.

Alexander moved, and Reilly seconded a motion to approve the Monthly Financial Statements, Interim Check Report and Bill Reports for July/August 2023, Additional Bills, and Petty Cash and Credit Card Reports.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**VIII. NEW BUSINESS Part I**

**A. Vacant Building Incentive Program--Delights Enterprises LLC**

Doug Martin, Director of Economic Development for the City of McHenry, reviewed the City's Vacant Building Incentive Program, which provides potential tax abatement to redeveloped commercial properties that have been vacant. The first applicant of the program is Delights Enterprises LLC., which opened Rita's Ice of McHenry (3319 W. Elm). Martin provided an overview of the work done on the property. The request is for taxing bodies to abate the taxes on the increased property assessment value post-redevelopment for five years.

Sutliff motioned, and Madsen seconded a motion to approve the abatement of taxes for

Delights Enterprises LLC as part of the City of McHenry's Vacant Building Incentive Program.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**IX. EXECUTIVE SESSION**

Alexander moved, and Weingart seconded a motion to enter into an Executive (closed) session at 7:50 p.m. for the following purpose:

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).

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, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

Alexander moved, and Reilly seconded a motion to leave the Executive Session at 8:23 p.m.

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

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

**A.** Annual Review and Compensation of Executive Director

Reilly motioned, and Sutliff seconded a motion to approve a 2% merit increase to the Director's salary for the FY22/23 performance evaluation.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

Weingart moved, and Madsen seconded a motion to approve the FY 2022/23 Illinois Public Library Annual Report (IPLAR)

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**B. 2024 In-Service Dates Request for Closing**

Director Jakacki informed the Board that this request was for closing the Library to the public on the dates listed in order to hold all-staff training.

Alexander motioned, and Madsen seconded a motion to approve the request for the 2024 closing dates for In-Service.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**C. Policies**

**1. Military Leave-Proposed Update**

Director Jakacki informed the Board that the updates to the policy were to expand the policy to include state and federal protection laws regarding military service and more clarification if called to duty.

Sutliff motioned, and Alexander seconded a motion to approve the updated Military Leave Policy.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

**2. Holidays- Proposed Update**

Director Jakacki informed the Board that the updates to the policy were to clarify holiday pay for part-time employees. To add language for when holiday pay is more or less than their scheduled workday. Also, to better serve patrons, we removed the extra day of closing when the holiday falls on a weekend. This means that when holidays fall on weekends, the day will be converted to a moveable holiday for staff.

Weingart motioned, and Madsen seconded the motion to approve the updated Holidays Policy.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

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

None.

**XVI. ADJOURNMENT**

Weingart moved, and Sutliff seconded a motion to adjourn the meeting at 8:43 p.m.

**Roll Call vote:**

Ayes: Alexander, Madsen, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Leccese

**Motion Passed**

Respectfully Submitted,



Michele Madsen, Secretary Pro Tempore  
McHenry Public Library District Board of Trustees

APPROVED by the Board of Trustees this 19<sup>th</sup> day of September 2023.

AYES: 6 - Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace

NAYES: 0

ABSTAIN: 0

ABSENT: 1 - Weingart

Approved,



Morica Leccese, Secretary  
McHenry Public Library District Board of Trustees