



**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: October 17, 2023**  
**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, Michele Madsen, Charles Reilly, Thomas Sutliff, Nikki Wallace, Terry Weingart

**Members Absent:** None

**Also Present:** Tom Coughlin, Governmental Accounting, Inc.  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Stephanie Nowalk, Administrative Assistant  
Ashlyn Maifield, Youth Services Library Associate  
Michael Schnaebele, Building Services Manager  
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 comment.

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

**A.** Approval of Minutes of the September 19, 2023, Regular Meeting.

**B.** Approval of Minutes of the September 19, 2023, Budget and Appropriations Hearing

Secretary Leccese stated that she reviewed the Minutes from the September 19, 2023, Regular Meeting and the Minutes from the September 19, 2023, Budget and Appropriations Hearing. She noted a correction on page 7 of the Regular Meeting minutes that did not accurately list Treasurer Weingart as absent. The error was fixed, and Secretary Leccese affirmed that no other changes were needed.

Weingart moved, and Sutliff seconded the motion to approve the Secretary's Report (to include the Minutes of the September 19, 2023, Regular Meeting and Minutes of the September 19, 2023, Budget and Appropriations Hearing).

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

**A. Quarterly Review of Finances with Tom Coughlin, Governmental Accounting, Inc.**

Accountant Tom Coughlin from Governmental Accounting presented an overview of the first quarter of fiscal year 23/24. Mr. Coughlin noted that the library has collected \$3.57M in revenue to date, reflecting a 6% increase from the prior year. Library expenses totaled approximately \$614K and are currently trending below budget. Operating expenses are up 4% from last year and can be attributed to personnel changes. The library is presently operating with a surplus of \$2.9M. Mr. Coughlin additionally provided brief explanations of the reports in the Board Packet and offered an overall positive assessment for the first quarter.

**B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for September/October 2023, Additional Bills (distributed at meeting), Reimbursement Report and Credit Card**

There were no questions or comments.

Leccese moved, and Alexander seconded the motion to approve the Treasurer's Report, including Monthly Financial Statements, Interim Check Report and Bill Reports for September/October 2023, Additional Bills, Reimbursement Report, and Credit Card.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**VIII. COMMUNICATIONS**

The Board discussed adding a requested book to the library collection. The Board subsequently determined that due to the controversial content of the book, adding this particular title to the collection would not serve in the best interest of the Library or its patrons.

**IX. LIBRARIAN'S REPORT**

**A. Librarian's Report**

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

- MPLD was invited to participate as a community partner in HS District 156's Strategic Planning process. Director Jakacki, A. Stansbury, and B. Salazar attended a district meeting with other community partners to offer input on the district's vision and trajectory for the future.
- Director Jakacki and A. Stansbury attended the grand opening of the District 15 Administrative Center to tour the facility and meet with Superintendent Reitz.
- Director Jakacki met with the Friends of the Library group. During the meeting, the Friends expressed their appreciation for the Board's Proclamation. They also voted to approve 2024 staff proposals, including the Summer Reading Program, Library Lovers Expedition, and Staff Appreciation Events.
- Director Jakacki shared that the project of transferring data to the new server is nearly complete.
- Director Jakacki noted that the library received several patron compliments directed towards various staff members, including A. Maifield, T. Hillier, and A. Stansbury.
- Director Jakacki commented on the financial audit fieldwork completed on October 3. She noted the process was smooth, and the library should have the completed audit in a few weeks. The auditing company made some accounting recommendations that have been conveyed to the accountant. Director Jakacki also shared that the auditor's recommendation to begin utilizing positive pay to guard against check fraud is being implemented.

**B. Serving Our Public 4.0- Chapters 1-4**

Director Jakacki presented the Serving Our Public 4.0 core standards document from the Illinois Library Association and Illinois State Library for the Board's review. A full review and self-assessment of these standards is required to apply for the per capita grant each year.

Trustee Madsen asked for and received confirmation from Director Jakacki that there are action plans in place for each of the standards. Director Jakacki also mentioned that a strategic plan that included community engagement had not been completed for the library since 2007. She intends to begin work on a new strategic plan in the coming year.

**X. OLD BUSINESS**

**A. Fire panel replacement quote**

Director Jakacki shared with the Board that after requesting itemized quotes for the fire panel replacement, Advanced Fire Protection and Alarm Detection could not provide a more detailed breakdown of cost due to limitations of the estimating software.

Director Jakacki and M. Schnaebeler fielded questions from the Board about each fire panel quote and provided pertinent details for consideration.

Madsen moved, and Weingart seconded the motion to approve the Fire panel replacement quote from Advanced Fire Protection.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**XI. NEW BUSINESS**

- A.** FY 2023/2024 Budget  
1. Levy

Accountant Tom Coughlin from Governmental Accounting presented prior year levy data, CPI data, tax data, projection models, and his recommendations to the Board.

Director Jakacki described the direct impact of the current and future funding in terms of staffing costs, materials costs, building maintenance costs, and future project planning.

The Board discussed the information provided and requested Director Jakacki to prepare the levy documents to reflect the agreed upon 7.5% rate.

- B.** Tuition Reimbursement Request from A. Maifield

Director Jakacki introduced A. Maifield to the Board, described her role for the library in Youth Services, and shared that she is pursuing MLS studies at the University of Louisiana online. Maifield celebrated her one-year work anniversary at MPLD in September, qualifying her to apply for the Tuition Reimbursement program.

Madsen moved, and Leccese seconded the motion to approve participation in the tuition reimbursement program for A. Maifield.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

- C.** 2023/24 Snow Removal Contract

Director Jakacki shared the details of three snow and ice management proposals in 2023/24. MPLD Building Services Manager M. Schnaebeler shared his previous experiences working with The Grounds Guys and recommended continued use of their service.

Sutliff moved, and Wallace seconded the motion to approve the snow removal quote from The Grounds Guys.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**D. Bereavement Leave Policy- Updated**

Director Jakacki shared the proposed updates to the Bereavement Leave Policy, modeled after the Illinois Family Bereavement Leave policy.

Secretary Leccese moved, and Sutliff seconded the motion to approve the updated Bereavement Leave Policy.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

**XII. EXECUTIVE SESSION**

None.

**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 noted that a press release published in the Northwest Herald for National Library Card Signup Month was included in the Board packet.

**XV. ADJOURNMENT**

Sutliff moved, and Madsen seconded the motion to adjourn the meeting at 8:04 p.m.

**Roll Call vote:**

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

Nays: None

Abstain: None

Absent: None

**Motion Passed**

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

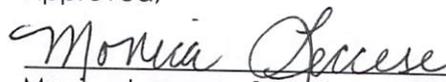
AYES: 6- Alexander, Leccese, Madsen, Sutliff, Wallace, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 1- Reilly

Approved,



Monica Leccese, Secretary

McHenry Public Library District Board of Trustees