



## McHenry Public Library District

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

**Date: Tuesday, November 21, 2023**

**Time: 7:00 p.m.**

**Location: Meeting Rooms #135 & #136**

**I. CALL TO ORDER – Bud Alexander, Vice President**

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

**II. ROLL CALL – Monica Leccese, Secretary**

Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Michele Madsen, Thomas Sutliff, Nikki Wallace, Terry Weingart

**Members Absent:** Charles Reilly

**Also Present:** Lesley Jakacki, Executive Director  
Stephanie Nowalk, Administrative Assistant  
Jennifer May, HR Generalist  
Zach Terrill, Adult Services Manager  
Araceli Moreno Lomeli, Adult Services  
Claudia Balingit, Tech Services  
Abdullah Khan, IL NFP Tax & Audit (Joined Virtually)

**III. PLEDGE OF ALLEGIANCE**

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

None.

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

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

**A.** Approval of Minutes of the October 17, 2023, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes from the October 17, 2023, Regular Meeting and found no changes were needed.

Sutliff moved, and Madsen seconded the motion to approve the Secretary's report.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

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

- A.** Approval of Monthly Financial Statements, Interim Check Report and Bill Reports For October/November 2023, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.

Treasurer Weingart stated that she reviewed the financial statements and noted at month ending October 31, 2023 MPLD's revenues are \$3.6M and expenditures are \$896K. The budgeted expenditures were \$4.1M resulting in a current surplus of \$2.7M. Treasurer Weingart inquired about the cost of building and auto insurance being over budget. Director Jakacki explained that when the budget was made, a 4% increase was estimated but the actual increase was closer to 8% on the entire insurance package. Treasurer Weingart also confirmed with Director Jakacki that payroll was higher in the month of November because there were three pay periods.

Secretary Leccese noted Administrative Resources is at 64% of budget and asked if that status was as expected. Director Jakacki confirmed that it is accurate as what was budgeted came early in the year.

Treasurer Weingart noted both old and new credit card information was provided and inquired as to why. Director Jakacki explained that Old National Bank transitioned the account cards from Visa to Mastercard mid-month and issued new cards for staff resulting in charges on separate statements for October. Treasurer Weingart inquired about the twenty separate \$1 transactions for Nayax Copy Services listed on p.23. Director Jakacki explained that these are all test charges resulting from troubleshooting issues related to credit card transactions failing from a communications issue between the self-check and card reader.

Director Jakacki added that all tax revenue from the county will have been received after one final disbursement, of approximately \$51K, expected in the coming weeks.

Leccese moved, and Wallace seconded the motion to approve the Treasurer's Report including Monthly Financial Statements, Interim Check Report and Bill Reports For October/November 2023, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

**VIII. COMMUNICATIONS**

Director Jakacki noted that there were no official communications to be discussed but shared information about participating in planning sessions for the City of McHenry's 2050 Strategic Comprehensive Plan.

## **IX. LIBRARIAN'S REPORT**

### **A. Librarian's Report**

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

- MPLD's 24<sup>th</sup> Annual Comicon was held in October with over 200 guests in attendance. The event included local creators, vendors, cosplay contest, and swag for attendees.
- Stark Realty and Berkshire Hathaway invited MPLD to participate in their annual Trunk-or-Treat event. A. Moreno-Lomeli from the MPLD Adult Services department and a teen volunteer decorated their car and passed out treats to the 400+ attendees.
- The Friends of the Library conducted their book sale and clearance book sale the following week. Both events were notably successful and had great public turnout.
- Director Jakacki shared the photos from the Halloween youth program that included a trick-or-treat parade through the library in costumes. The program was conducted by S. Kordistos and S. Baseley from Youth Services.

### **B. Project Updates**

Director Jakacki shared the following project updates:

- MPLD has received the permits from the city for the fire panel replacement. Work will begin Monday (11/27/23) and is expected to last through Thursday (11/30/23). Director Jakacki noted that the Hub will be inaccessible and some of the stacks will be closed during this time due to the replacement of certain emergency equipment.
- Following the recommendation of our auditor, check positive pay for fraud protection has been implemented. All outstanding check information has been uploaded. The checks approved at this meeting will be the first full run uploaded to the positive pay system.
- The server replacement project is now complete and the old servers have been decommissioned. This reduced the number of servers from nine to two in order to dispose of the unused and outdated equipment. The new network infrastructure setup was recommended by our IT outsourcing to better suit the needs of MPLD. Secretary Leccese inquired as to the impact of library services in the event a server goes down. Director Jakacki explained that there are manual or offline procedures in place. Additionally, the library has other ways staff can continue working regardless of a network outage by accessing the Google workspace cloud.
- Director Jakacki and A. Stansbury, Youth Services Manager met with the Superintendent and Assistant Superintendent of District 15 to discuss an intergovernmental agreement for each student to receive an MPLD library card. Arrangements were also made regarding the delivery of supplemental materials requested by teachers directly to the school for their convenience. District 15 also agreed to assist MPLD distribute library information to teachers via email. Finally, there was discussion regarding a possible opportunity for MPLD to present at the district's annual new teacher training this upcoming Summer.

C. Serving Our Public 4.0- Chapters 5-8

Director Jakacki asked the Board if they had any questions or concerns about the review from the IL Library Core Standards. She noted that addressing the state of the building, beginning with developing a capital asset plan this coming year, will greatly help with progress towards achieving the target standards.

X. OLD BUSINESS

XI. NEW BUSINESS

A. Fiscal Year 2022/2023 Audit

1. Presentation of audit from Abdullah Khan; Illinois NFP Audit & Tax, LLP

Abdullah Khan from Illinois NFP Audit & Tax, LLP joined the meeting virtually to present the draft audit and highlight items the board should be aware of. Khan provided an overview of his firm's opinion letter to the Board noting that the audit process was smooth, their assessment of all MPLD's controls found everything to be proper, and noted one suggestion was made regarding the method of recording prepaid accruals. Khan then walked through the figures on the Balance Sheet and Statement of Revenues and Expenditures and reported that records show MPLD in a strong financial position. He also made a suggestion to move previously unrecorded stock security funds into MPLD's cash account. The Statements of Revenue and Expenditures show MPLD to have all positive variances in the General Fund of \$831K, Grant and Gift Fund of \$77K, and Capital Projects Fund at \$141K – this indicates the organization is operating well below budget. Khan summarized his presentation by stating that the audit went well, financial statements are very healthy, and there were no negative findings.

Trustee Wallace asked Khan for clarification on what is driving the 2022 plan fiduciary net position change on page 40 of the audit report, as it is notably different than prior years. Khan explained that the change in net investment income can be directly attributed to poor IMRF investment performance for that year. He assured Trustee Wallace that although 2022 was a rough investment year, IMRF is still the best pension plan and MPLD's strong financial position, prior to 2022, mitigated the negative impact.

There were no additional questions from the Board.

2. Review, and acceptance

Weingart moved, Sutliff seconded the motion to approve the Fiscal Year 2022/2023 Financial Audit as presented.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

- B.** Ordinance No. 2023/2024-05 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.

Weingart moved, Leccese seconded the motion to approve Ordinance No. 2023/2024-05 An Ordinance Providing for the Levy and Assessment of Taxes for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

- C.** Approval of Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2022 and ending June 30, 2023

There were no questions or comments from the Board.

Sutliff moved, Leccese seconded motion to approve the Annual Statement of Receipts and Disbursements for Fiscal Year Beginning July 1, 2022 and ending June 30, 2023.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

- D.** Library Investments

Director Jakacki shared the details of the previously unrecorded investment noted by the auditor. The investment is stock through Principal with a current value of approximately \$20K. The prior audit firm had annually requested the dividend statements so it was assumed that the investment figures were reflected in the financial statements. IL NFP Audit & Tax made Director Jakacki aware during this year's audit that information regarding the investment was never reflected in previous audits. The investment has now been recorded accordingly. Director Jakacki stated that MPLD's records will be reviewed to uncover the original details of the investment before crafting a resolution to potentially liquidate based on the recommendation of the auditors and accountants. Further discussion on the investment matter was tabled until the December meeting.

- E.** Policies

1. Staff Policy Manual Introduction-- Updated
2. At-Will Statement-- Updated
3. Employee Service Awards—Updated

The Board reviewed the policy updates and had no comments regarding the content. Director Jakacki shared with the Board that the changes were needed for consistency, language clarification, and brevity. J. May, HR Generalist consulted HR Source and used

their recommendations to ensure the policy updates were consistent with current legal employment language.

Madsen moved, and Wallace seconded the motion to approve the updated Staff Policy Manual Introduction, updated At-Will Statement, and updated Employee Service Awards policy.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

**F. Trustee Training**

**1. Annual Sexual Harassment Training**

In addition to the required annual staff Sexual Harassment Training, it is strongly recommended the Board also undergo annual training to stay aware of applicable state and local policies. J. May, HR Generalist made the presentation to the Board. The Board asked several follow up questions including hypothetical scenarios and MPLD protocols that were answered by J. May and Director Jakacki.

**XII. EXECUTIVE SESSION**

Leccese moved and Weingart seconded a motion to enter into Executive Session at 8:27 p.m. for the following purpose:

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 120/2(c)(21)

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

Alexander moved and Sutliff seconded a motion to leave Executive Session at 8:32 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

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

**A. Executive Session Minutes and Recordings**

Madsen moved, and Weingart seconded motion to approve the Executive (Closed) Session meeting minutes of 10/24/2017, 02/20/2018, 03/27/2018, 05/29/2018, 06/26/2018, 08/21/2018, 11/13/2018, 11/19/2019, 01/21/2020, 02/18/2020, 03/17/2020, 09/19/2023.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

Madsen moved, and Alexander seconded motion to release the Executive (Closed) Session meeting minutes of 10/24/2017, 02/20/2018, 03/27/2018, 05/29/2018, 06/26/2018, 08/21/2018, 11/13/2018, 01/15/2019, 03/19/2019, 04/16/2019, 06/18/2019, 11/19/2019, 01/21/2020, 02/18/2020, 03/17/2020, 07/21/2020, 08/25/2020, 09/01/2020, 09/15/2020, 09/22/2020, 09/19/2023.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

Madsen moved, and Wallace seconded motion to destroy Executive (Closed) Session meeting verbatim recordings of 11/19/2012, 07/16/2013, 08/20/2013, 05/20/2014, 07/15/2014, 08/19/2014, 10/21/2014, 03/17/2015, 08/24/2015, 09/15/2015, 09/29/2015, 11/17/2015, 12/15/2015, 01/19/2016, 02/16/2016, 03/15/2016, 09/20/2016, 10/18/2016, 11/15/2016, 12/13/2016, 05/16/2017, 06/20/2017, 07/18/2017, 10/24/2017, 02/20/2018, 03/27/2018, 05/29/2018, 06/26/2018, 08/21/2018, 11/13/2018, 01/15/2019, 03/19/2019, 04/16/2019, 06/18/2019, 11/19/2019, 01/21/2020, 02/18/2020, 03/17/2020, 07/21/2020, 08/25/2020, 09/01/2020, 09/15/2020, 09/22/2020.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

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

**XV. ADJOURNMENT**

Sutliff moved, and Weingart seconded motion to adjourn the meeting at 8:37 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Reilly

**Motion Passed**

APPROVED by the Board of Trustees this 19th day of December, 2023

Respectfully Submitted,

Monica Leccese  
Monica Leccese, Secretary

Ayes - 6 - Alexander, Leccese, Madsen, Sutliff, Wallace, Weingart

Noyes - 0

Abstain - 0

Absent - 1 - Reilly