



McHenry Public Library District

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MINUTES McHenry Public Library District Board of Library Trustees Regular Meeting

Date: Tuesday, January 16, 2024

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, Charles Reilly, Thomas Sutliff, Terry Weingart

Members Absent: Michele Madsen, Nikki Wallace

Also Present: Tom Coughlin, Governmental Accounting, Inc.
Lesley Jakacki, Executive Director
Chris Krater, Circulation Clerk
Jennifer May, HR Generalist
Brent Michalski, Circulation Manager
Stephanie Nowalk, Administrative Assistant
Zach Terrill, Adult Services Manager

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 December 19, 2023, Regular Meeting

Secretary Leccese stated that she reviewed the minutes of the December 19, 2023, Regular meeting and found no changes necessary.

Alexander moved, and Sutliff seconded the motion to approve the Secretary's Report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Madsen, Wallace

Motion Passed

VII. TREASURER'S REPORT –Terry Weingart, Treasurer

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

Accountant Tom Coughlin from Governmental Accounting presented an overview of the first half of FY 23/24. Mr. Coughlin noted the total revenue so far this year is approximately \$3.7M, 70.7% of the budget, up 9% from this time last year. The increase can be attributed to 5% increase in property taxes and improved rate of interest received on accounts. Expenses are approximately \$1.3M, 32.5% of the budget, up 5% from this time last year. All property tax revenue has been received for the year and is the largest driver of the current surplus totaling \$2.3M. The current ending fund balance is \$5,653,092. Mr. Coughlin then presented breakdowns of revenue, expenses, and fund balances to the Board.

Trustee Sutliff had a question regarding a transfer from the General Fund to the Special Reserve Fund. Mr. Coughlin and Director Jakacki explained that the amount transferred, which was budgeted for, was mainly the cash on hand at the beginning of FY 23/24 that remained to cover expenses in the event property tax revenue was not received in a timely manner. Since the tax revenue was received, the transfer can be made earlier than anticipated in the fiscal year and recorded for proper accounting purposes as presented.

Treasurer Weingart followed up on her comment from the December 2023 meeting regarding the Fines and Miscellaneous Fees Account budget. She confirmed with Director Jakacki that the account budget had included anticipated revenue from license plate renewals but that service has not been implemented at MPLD.

B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports For December 2023/January 2024, Additional Bills (distributed at meeting), Reimbursement Report, and Credit Card Reports.

Sutliff moved, Alexander seconded motion to approve the Treasurer's Report.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Madsen, Wallace

Motion Passed

VIII. COMMUNICATIONS

A. Letter to McHenry American Legion Auxiliary Unit 491 in recognition of donation

The American Legion donation was for the purchase of military-related books for MPLD and was dedicated to past President Vickey Bottari.

B. Letter to Financial Education Foundation in recognition of donation

The Financial Education Foundation donation was to support MPLD's financial education resources for children and young adults.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared the following updates:

- During the in-service all-staff training event on 12/8/23, Martina Mathisen gave an informative presentation on Standing Ovation Customer Service.
- MPLD is participating in a pilot project by the IL Secretary of State, Illinois Supreme Court Commission on Access to Justice, and the Chicago Bar Foundation. The project seeks to aid self-represented litigants navigate the court system with access to resources, workspace, and specially-trained staff. Z. Terrill and T. Hillier will begin training for this project in March 2024.
- Other items on the Librarian's Report included programs, positive interactions between staff and patrons, and staffing updates.

B. Project Updates

Director Jakacki shared that following the successful fire panel installation, the final inspection was completed.

C. Share A Service- Library Lover's Expedition with library staff B. Michalski and C. Krater

MPLD will be one of 14 libraries participating in Library Lover's Expedition 2024 from 2/1/24-3/30/24. This event provides an opportunity for community members to visit and explore the offerings of each location. Participants who visit at least 12 locations can enter a raffle for a chance to win a themed gift basket of their choice – one grand prize basket is available to those who visit all 14 libraries. Each participant can also collect a unique brag tag, designed by each library, as a souvenir. Friends of the McHenry Library provided the funding for MPLD's brag tags and raffle basket prizes.

X. OLD BUSINESS

A. New or updated policy in regard to Public Act 103-0100

A Statement on Censorship was presented to the Board for consideration following the discussion at the December 2023 Regular Meeting. Vice President Alexander and Trustee Sutliff shared thoughts on the tone of certain words within the provided statement and debated with the group.

Sutliff moved, and Leccese seconded the motion to approve the Statement on Censorship as presented to satisfy the requirement of Public Act 103-0100.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Madsen, Wallace

Motion Passed

XI. NEW BUSINESS

A. Review and disposition of verbatim recordings of regular board meetings held remotely under State Executive Orders

Sutliff moved, and Leccese seconded motion to dispose of verbatim recordings of Board of Trustee Regular Meetings of 3/15/22, 5/15/22, and 6/21/22.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Madsen, Wallace

Motion Passed

B. Reconsideration of Staff Policies

1. Fax Policy
2. Maintenance Request Forms
3. Purchase Requests

The Staff Policies pertaining to employee fax machine usage, maintenance request forms, and purchase requests were presented to the Board for repeal. Director Jakacki explained that the policies are no longer applicable to MPLD's work environment, redundant, and/or are better defined as procedure instead of policy.

Alexander moved, Weingart seconded motion to repeal the Staff Fax Policy, Maintenance Request Forms Policy, and Purchase Requests Policy.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None

Absent: Madsen, Wallace

Motion Passed

XII. EXECUTIVE SESSION

The Board chose not to enter executive session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

No executive session was held.

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

None.

XV. ADJOURNMENT

Sutliff moved, Alexander seconded motion to adjourn the meeting at 7:48 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Reilly, Sutliff, Weingart

Nays: None

Abstain: None
Absent: Madsen, Wallace
Motion Passed

APPROVED by the Board of Trustees this 20th day of February, 2024

AYES: 7 - Alexander, Leccese, Madsen, Reilly, Sutliff, Wallace, Weingart

NAYES: 0

ABSTAIN: 0

ABSENT: 0

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary