



## McHenry Public Library District

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

**Date:** Tuesday, April 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 7:01 p.m.

**II. ROLL CALL** – Monica Leccese, Secretary  
Roll was called.

**Members Present:** Bud Alexander, Monica Leccese, Charles Reilly, Thomas Sutliff, Nikki Wallace, Terry Weingart

**Members Absent:** Michele Madsen

**Also Present:** Tom Coughlin, Governmental Accounting Inc.  
Lesley Jakacki, Executive Director  
Jennifer May, HR Generalist  
Stephanie Nowalk, Administrative Assistant  
Michael Schnaebeler, 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 March 20, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes from the March 20, 2024, Regular Meeting and found no changes necessary.

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen  
**Motion Passed**

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

**A. Tom Coughlin, Governmental Accounting Inc., quarterly review of library finances**

Tom Coughlin from Governmental Accounting presented his quarterly financial overview to the Board. Nine months into Fiscal Year 2023/24, revenue is just over \$3.8M (72% of Budget) and expenses total approximately \$1.9M (46% of Budget). MPLD has a current surplus of \$1,885,668.00 contributing to an ending fund balance of \$5,183,427.00. Mr. Coughlin then went over the revenue and operational expenditure distributions, account details, and investment balances.

Director Jakacki asked Tom to explain how the stock sale is reflected in the financials. He noted that the stock sale is recorded as a reduction of the asset value and the difference between the cost basis and sale total is shown as revenue in the Miscellaneous Income account.

**B. Approval of Monthly Financial Statements, Interim Check Report and Bill Reports for March/April 2024, Additional Bills and Petty Cash and Credit Card Reports**

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

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

The Board, Director Jakacki, and Tom Coughlin proceeded to discuss the planned transfer of funds to the Special Reserve, upcoming expenditures, and financial recommendations for FY 24/25. Tom explained that one of his recommendations is to proceed with the budgeted \$850K transfer from the General Fund to the Special Reserve Fund at the end of FY 23/24. Then, because MPLD's healthy financials allow, he will work with Director Jakacki to budget for an additional transfer to the Special Reserve Fund early in FY 24/25.

**VIII. COMMUNICATIONS**

**A. Letter to McHenry School District #15**

Director Jakacki shared a letter of support to Dr. Reitz, Superintendent of McHenry SD #15, to accompany the District's grant submission in response to the Illinois State Board of Education's *Stronger Connections* RFP.

**IX. LIBRARIAN'S REPORT**

**A. Librarian's Report**

Director Jakacki shared the following updates:

- Library Lovers Expedition (LLE) ended in March with a total of over 3,100 participants. 849 people registered to begin LLE at MPLD, of which 291 were

current MPLD cardholders. Approximately 1,500 participants visited MPLD during their Expedition this year.

- E. Montoya-Campos joined the Adult Services department as a Bilingual Library Associate.
- Z. Terrill accepted a new role, beginning May 1, 2024, as Digital Services Librarian to meet the growing demand for digital resources. The recruiting process has already begun to fill his current role of Adult Services Manager.
- A. Maifield internally transferred to a new role as Youth Services Library Associate focused on Tween & Teens.
- The Friends of the Library magazine sale is ongoing.
- MPLD bilingual staff members represented the library at High School District 15's Multicultural Fair and were recorded in the telecast coverage for Telemundo.
- Book Madness had 372 middle school students complete brackets this year.

#### B. Project Updates

Director Jakacki shared the following updates:

- Countryside Industries Inc. has already begun lawn services for MPLD including fresh mulch application today.
- A tree on the North side of the library near the picnic table was damaged and uprooted by windy weather and required removal. There are no plans to replace it at this time but the option will be reassessed once the road expansion is complete.

#### X. OLD BUSINESS

#### XI. NEW BUSINESS

##### A. Staff Policies

##### 1. Compensation For Work In Excess Of Regular Hours – Revised

The revised Compensation For Work In Excess Of Regular Hours Policy is needed to clarify language overall and underscore the policy differences for Non-exempt vs. Exempt Employees.

Sutliff moved, and Leccese seconded the motion to approve the revised Compensation For Work In Excess Of Regular Hours Policy.

##### **Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

##### **Motion Passed**

##### B. Job Descriptions

##### 1. Building Maintenance and Custodian- New

The new Building Maintenance and Custodian position is being recommended by the Building Services Manager to meet the various needs of MPLD.

Alexander moved, and Sutliff seconded the motion to approve the new Building Maintenance and Custodian position.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**2. Executive Director- discussion**

Director Jakacki informed the Board that it has been nearly 10 years since the Executive Director job description has been updated. As the Board oversees the Director, she asked for guidance on how to proceed.

The Board asked Director Jakacki to work with J.May on the job description and bring the proposed revisions to a future Board Meeting for review and approval.

**C. Fiesta Day's Parade on July 21, 2024 Library Closure**

Request for Board approval to close MPLD for the Fiesta Days Parade so that staff can participate in the festivities.

Weingart moved, and Wallace seconded the motion to approve the library closure for the 2024 Fiesta Days Parade.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**D. Public Computer Replacements**

Director Jakacki explained to the Board that the existing public computers are due to be replaced because they cannot be upgraded to Windows 11 and the current Windows 10 OS will no longer be supported by Microsoft. Computers that are unable to receive updates and patches pose a security risk.

Director Jakacki presented three quotes to replace 19 public computers (13 in Adult Services and 6 in Youth Services) and update the monitors. The comparable quotes were from Dell Technology, CDW-G, and Lenovo. She noted MPLD currently uses Lenovo computers and have been pleased with the machines and their extended warranty. The Board discussed the options presented.

Sutliff moved, and Alexander seconded the motion to move forward with the Lenovos as presented to replace the public computers.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**E. FY 2024/25 Budget**

**1. Employee Compensation Budget**

Director Jakacki presented the Board with Employee Compensation Budget options for Fiscal Year 2024/25 that included addressing the effects of the mandatory minimum wage increase effective January 1, 2025. The Board discussed the options.

Sutliff moved, and Leccese seconded the motion to approve option three for the Employee Compensation Budget for Fiscal Year 2024/25 (3% COLA and not to exceed 3% Merit).

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

**I. EXECUTIVE SESSION**

The Board did not enter Executive Session.

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

The Board did not enter Executive Session.

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

**A. Upcoming Trustee Networking and Training Opportunities**

Director Jakacki reminded the Board of upcoming Networking and Training Opportunities mentioned at the March Board Meeting including the Trustee banquet on May 3<sup>rd</sup> and iLEAD Trustee Training Portal.

**IV. ADJOURNMENT**

Sutliff moved, and Alexander seconded the motion to adjourn the meeting at 7:59 p.m.

**Roll Call Vote:**

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

Nays: None

Abstain: None

Absent: Madsen

**Motion Passed**

APPROVED by the Board of Trustees this 21<sup>st</sup> day of May, 2024

AYES: 5- Alexander, Leccese, Madsen, Reilly, Wallace

NAYS: 0

ABSTAIN: 0

ABSENT: 2- Sutliff, Weingart

Respectfully Submitted,

Monica Leccese  
Monica Leccese, Secretary