



McHenry Public Library District

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McHenry Public Library District Board of Library Trustees Regular Meeting MINUTES

Date: Tuesday, May 21, 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 7:02 p.m.

II. ROLL CALL – Monica Leccese, Secretary

Roll was called.

Members Present: Bud Alexander, Monica Leccese, Michele Madsen, Charles Reilly, Nikki Wallace

Members Absent: Thomas Sutliff
Terry Weingart

Also Present: Lesley Jakacki, Executive Director
Jennifer May, HR Generalist
Kathy Milfajt, Technical Services Manager
Stephanie Nowalk, Administrative Assistant
Michael Schnaebele, Building Services Manager

Reilly moved, and Alexander seconded the motion to appoint Trustee Wallace as Treasurer Pro Tem in the absence of Treasurer Weingart.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

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 April 16, 2024, Regular Meeting.

Secretary Leccese stated that she reviewed the Minutes from the April 16, 2024, Regular Meeting and found no changes necessary.

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

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

VII. TREASURER'S REPORT – Nikki Wallace, Treasurer Pro Tem

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

Treasurer Pro Tem Wallace stated that she reviewed the Treasurer's Report and found no changes necessary.

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

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

VIII. COMMUNICATIONS

A. Donna M. Kurtz, McHenry County Treasurer-- 2024 Distribution Dates For 2023 Taxes

Director Jakacki shared the tax distribution schedule for the upcoming year with the Board.

IX. LIBRARIAN'S REPORT

A. Librarian's Report

Director Jakacki shared the following updates:

- Congressman Bill Foster visited the Library on April 25. Board President Reilly, L. Jakacki, A. Stansbury, and T. Hillier met with the Congressman to share unique services the Library is offering through the Summer Lunch Program and the Library Court project. Issues facing libraries, like aging infrastructure, eMaterials pricing, and internet access in our community were also discussed.
- A. Mesino attended the ILA Marketing Forum held virtually this year and heard presentations on data analysis in marketing, creating annual reports, marketing with the appeal of retail, and crisis management through media.

- Free eclipse glasses were distributed to library visitors ahead of the April 8 event until supplies were exhausted. There was such extraordinary interest from the community searching for glasses that the library received nonstop calls leading up to the event.
- M. Spaargaren accepted MPLD's job offer for the Adult Services Manager position and will begin on June 3.
- Library Associates B. Salazar and A. Moreno Lomeli attended the First Annual Multicultural Fair at McHenry High School. The well-attended fair was featured in the NW Herald and in an evening news segment on *Telemundo*.
- Lots of preparation is taking place throughout the library for the start of Summer Reading on June 1.

B. Project Updates

Director Jakacki shared the following updates:

- The new public computers were received and K. Krewer (IT Dept.) will be working on getting them ready for public use over the coming weeks.
- The tankless hot water heater began to leak in a staff bathroom and needed to be replaced. The equipment had long exceeded the expected lifespan.

President Reilly inquired as to future plans for the Library's sign given the impending road expansion. Director Jakacki explained that there have been IDOT labor and material shortage delays and an actual start date has yet to be shared. Additionally, the temporary easement during construction could be problematic so any action regarding the sign will be delayed until more information is received.

X. OLD BUSINESS

A. Updates on the Executive Director Job Description Revisions

Director Jakacki informed the Board that she and J.May (HR) have received comparable Executive Director job descriptions from other local library districts for reference. They are now in the process of revising the current Executive Director description to reflect MPLD's values and match the structure of existing job descriptions. A finalized description will be presented to the Board at a later meeting.

XI. NEW BUSINESS

A. Staff Policies

1. Sick Leave- Updated

Director Jakacki explained that this update is necessary to reflect recent changes to the Illinois Employee Sick Leave Act (Public Act 99-0841) and to ensure the language is consistent with other MPLD leave policies.

Leccese moved, and Madsen seconded the motion to approve the modified Sick Leave Policy as presented.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

2. Applications For Employment And Position Openings

Director Jakacki explained that this update is necessary to remove procedural items, clarify the application process for internal vs. external applicants, and update the language for consistency.

Leccese moved, and Alexander seconded the motion to approve the revised policy regarding Applications For Employment And Position Openings.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

B. Executive Director's Spending Authorizations

The Board questioned Director Jakacki about the spending needs for typical daily operations of the library to ascertain the appropriate spending authorization amount. Hypothetical emergency situations were also discussed and considered. Director Jakacki provided a recent example of a simple exterior door replacement project under consideration that would cost approximately \$12,000.00 – well above her current spending authorization. The Board agreed that the Executive Director spending authorization should be raised to meet library needs.

Madsen moved, and Wallace seconded the motion to approve the Executive Director Spending Authorization amounts at \$12,500.00 for a single item everyday expenditures and \$25,000.00 for emergencies.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

C. Resolution No. 2023/2024-06-- A Resolution To Transfer Money To The Special Reserve Fund

Director Jakacki explained that this resolution is to approve the transfer of \$850,000.00 to the Special Reserve Fund as budgeted and recommended by the library accountant. The Board asked a number of questions about how this money will be utilized in the future and how the transfer factors into the library's overall financial outlook. Director Jakacki noted that the upcoming Capital Asset Plan will provide a comprehensive plan for the Special Reserve Funds.

Leccese moved, and Wallace seconded the motion to approve Resolution No. 2023/2024-06 – A Resolution To Transfer Money To The Special Reserve Fund.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

1. Memo to Board of potential uses of the Special Reserve Fund

The Memo provided a list of known projects to which Special Reserve Fund monies are allocated. The Board discussed some of the items listed.

D. Special Reserve Fund Projects

1. Skylight Replacement

Director Jakacki shared the findings of a recent roof inspection with the Board. The most concerning items uncovered were three skylights with either cracked lenses or previous repair failures. The Board asked about the possibility of removing the skylights and also, if repaired, would it be cost effective given the state of the aging library roof. Director Jakacki explained that the roof is not due for replacement and remains under warranty. She added that the existing skylights provide quite a bit of light in the main room and removal would add costs for new electrical to be run and lighting installation in addition to patching the roof. M. Schnaebele (Building Services) echoed Director Jakacki's sentiments and shared his observations on topic.

Madsen moved, and Leccese seconded the motion to approve the skylight repair contract with Custom Roofing for \$11,995.00.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

2. Network Switch Replacement

Director Jakacki explained to the Board that the library's three network switches are nine years old and due for replacement because they have exceeded the expected lifespan. She emphasized the importance of this equipment by noting any switch failure would result in the library's entire network going down. Quotes were presented from CDW-G and Eccezion for the identical recommended equipment, licensing, and five-year warranty.

Madsen moved, and Leccese seconded the motion to authorize the Network Switch Replacement project, including the purchase of equipment and installation, not to exceed a total of \$25,000.00.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

E. Ordinance No. 2023/24 -07 Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2024/25

The Board was presented with the Ordinance establishing Regular Board Meeting dates for the upcoming FY2024/25. The Board had no questions or concerns.

Alexander moved, and Madsen seconded the motion to approve Ordinance No. 2023/24-07 Calendar of Regular Meetings For the Board of Library Trustees For Fiscal Year 2024/25.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

F. FY 2024/25 Budget
1. Draft Operating Budget

Director Jakacki shared a first draft of the FY 2024/25 Operating Budget with the Board for review. She noted that the presented version does not take into account the approved transfer of funds to the Special Reserve Fund. An updated version will be presented at the June Board Meeting for approval.

The Board had a question regarding the new vehicle expense budget item. Director Jakacki explained that staff would like to purchase a van for community outreach activities and decrease the use of personal vehicles. She added that the Friends of the Library are interested in contributing funds towards the purchase of a vehicle.

XII. EXECUTIVE SESSION

The Board elected not to enter Executive Session.

XIII. ACTION TAKEN AS A RESULT OF EXECUTIVE SESSION

None.

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

None.

XV. ADJOURNMENT

Alexander moved, and Madsen seconded the motion to adjourn the Regular Board Meeting at 8:19 p.m.

Roll Call Vote:

Ayes: Alexander, Leccese, Madsen, Reilly, Wallace

Nays: None

Abstain: None

Absent: Sutliff, Weingart

Motion Passed

APPROVED by the Board of Trustees this 18th day of June, 2024

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

NAYS: 0

ABSTAIN: 0

ABSENT: 1- Madsen

Respectfully Submitted,

Monica Leccese
Monica Leccese, Secretary