



Marengo-Union Library District Budget and Appropriation Meeting

Date: September 23, 2025

Time: 7:30pm

Location: Marengo-Union Library, 19714 E. Grant Highway, Marengo, IL

Call to Order

The meeting was called to order by Desiree at 7:30pm.

Roll

Trustees Present:	Shari Kagan, Desiree Sierens, Paul Garcia, David Martin, Judi Alden, Jay (Attended by phone until 7:59pm)
Trustees Absent:	Catrina Hill
Staff Present:	Sondra Terry, Alex Mateja
Public Present:	Jude Schmidt

Budget and Appropriation Ordinance Hearing

No public comments

Adjournment

The meeting was adjourned at 7:33 pm

Marengo-Union Library District Board Meeting

Date: September 23, 2025

Time: Immediately following the B & A Meeting

Location: Marengo-Union Library, 19714 E. Grant Highway, Marengo, IL

Call to Order

The meeting was called to order by Desiree at 7:34pm.

Roll Call

Trustees Present:	Shari Kagan, Desiree Sierens, Paul Garcia, David Martin, Judi Alden, Jay (Attended by phone until 7:59pm)
Trustees Absent:	Catrina Hill
Staff Present:	Sondra Terry, Alex Mateja
Public Present:	Jude Schmidt

Additional Agenda Items

None

Approval of Minutes

A motion was made to approve the August 14th Finance Committee minutes

Moved by Dave, 2nd by Judi

Yes: All

Abstain: Jay

A motion was made to approve the August 26th board minutes

Moved by Shari, 2nd by

Yes: All

Abstain: Jay

Public Forum

None

Financial Report

A motion was made to approve the Financial Report

Moved by Dave, 2nd by Judi

Yes: All

Abstain: Jay

Vendor's list and new Vendors

A motion was made to approve the vendor's list and the following new vendors: Oak Lawn Public Library District, Dashlane

Moved by Dave, 2nd by Judi

Yes: All

Abstain: Jay

Communications

- The Board reviewed the Park District's response letter. The Vice President of the Park District board indicated that Mr. Bertrand's conduct would be addressed at their next meeting.
- Formal contracts between the Library and outside organizations should be signed in all future partnerships
- The Board President spoke with the engineer of the parking lot project. The Library will be working with the owner of Joe's Place to approve construction. The permit has been applied for, and it is expected to be approved within the next four months

Library Director

- The Director attended a Nacan Training webinar as well as an informational session led by Julie Tappendorf regarding the law mandating that all libraries maintain a supply of Narcan. Procedures for the supply and administration of Narcan are in process. Training for staff is being offered.
- Financial reporting: Only the state report is required this year; the next reporting cycle will require a full financial audit.
- Facilities: A new sign has been installed on the building.
- Programs and events:
 - McHenry Libraries attended a family event at the McHenry Outdoor Theater. Maureen and Penny represented MULD at the event and was highly successful.
 - The library will be participating in the Brown Bear's Trunk or Treat event.

- No programming was held in August, but new programs are underway and have been well received to date.
- The Summer Reading Program prizes were popular; however, participants were not notified when prizes became available for pickup.

- Staffing and training
 - Crystal is currently creating new and improved training for incoming staff and once new staff are onboarded, the training will be used as a refresher course for seasoned staff.
 - Select staff members will be attending upcoming staff development events including PrairieCat Users Group (PUG) Day and the annual Illinois Library Association conference.

- Services and usage reporting:
 - Board members would like to see individual digital statistics.

Standing Committee Reports

Building

Finance

Long Range Planning

Personnel

Policy

Technology

Fundraising

Old and New Business

A motion was made to approve the amended meeting room policy.

Moved by Shari, 2nd by Judi

Yes: All

A motion was made to approve the 2025-2026 Budget and Appropriation ordinance.

Moved by Dave, 2nd by

Yes: All

Adjournment

The meeting was adjourned by Desiree at 8:18pm.

Respectfully submitted

Alex Mateja: Administrative Assistant

Sondra Terry: Library Director