

MANTENO PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
JUNE 17, 2025

President Gale Dodge called the meeting of the Library Board of Trustees to order at 6:00 p.m. Those present were board members Gale Dodge, Beth Collier, Denise Jones, Donna Nelson, Sue Turner, Nancy Wheeler, as well as Library Director Jamie Lockwood. Absent: Cara Baldwin.

**Agenda changes:** None.

**Approval of the Minutes:** Denise Jones moved and Beth Collier seconded to approve the May 2025 minutes for the Library Board Meeting. Motion carried.

**Approval of the Financial Report:** Sue Turner moved and Nancy Wheeler seconded to approve the Financial Report as presented. Motion carried.

**Introduction of visitors and public comments:** None.

**Director's Report:** Jonalee L. of the circulation staff celebrated 4 years of service at the Library.

Our Manteno Library will be closed on Thursday, June 19, 2025 for Juneteenth. We will re-open at regular time on Friday, June 20.

LX Starter Update had no timeline or solid the for solution, so we are out of it via PrairieCat.

Delegates meetings changed by-laws to account for 4 meetings per year, with the next meeting to be July 30, 2025. 3 of the 4 meetings will be in New Lenox for the Director to attend.

Starting in August mini trustee training sessions, called Trustee Takes, can be viewed by library trustees.

**IL Govt. Update** - Trustees viewed the handout for Senate bill requiring IL libraries to supply opioid overdose medication, but this does not to include library districts in IL at this time. No action taken.

**Finance** - E-commerce for May was \$24.70.

The Municipal Bank CD matured on June 13, 2025. Renewed CD is a 3.65% for 7 mos.

**Building** - Tee Jay Doors to fix yet another part of the entry door.

The thermostat battery was replaced in the Children's Dept., with Holohan Htg & Air to be contacted if issues continue.

**Technology** - Storms caused library to lose power and knock out power to the server. Back up battery completely died. True Tech was contact and they installed a new UPS in the amount of \$945.00.

**Library Projects/Activities** - Annual Audi preparation at the end of June  
IPLAR Statistic collection continues

**Friends of the Library (FOL)** - Zoom mtg held June 2, 2025

The Friends participated in the Summer Reading Kick-Off, handed out bracelets, info for Culver's Share Night on June 23, and Registered kids for their Puzzle Competition on June 26.

Friends CD will renew at 3% for 18 mos. Opened 2nd CD for \$2000.00 at 3.1% for 11 mos., also moved their checking act from Midland to People's Bank.

Fish Fry plans begin June 13th, fish fry to be held at Manteno Sportsmen's Club on September 19th. Bunco to be held October 24<sup>th</sup>.

Next Friends meeting to be held July 1st.

**Monthly Stat Reports** for May 2025 were also received: Circulation (7983); New Cards (44); Computer Usage (218); People Counter (3006); Web Usage (5346); Hot Spot Usage (20); OverDrive CheckOuts - Audio (19), e-books (11); Capira App - Request Item (314), Search Catalog (1213); Hoopla Borrows (312); Eprintasses (111).

**Programming Updates** for June 2025 include:

**Summer Reading** - Kick Off Party, "Level Up at Your Library"

Children's Reading Programs - 4 different age divisions recognized:

Rubber Duckies

Gordon & Friends

Reading Dragons

Reading Adventurers

Special Programs for Kids - 5 programs, with noted 15 participants for Kindergarten Camp and 13 participants for Dungeons and Dragons

Adult Programs for Summer 2025 include:

Adults will be playing a bingo card for their reading this summer.

Other activities are:

Puzzle Swap

Crafter Day - Tonya's junk journaling sessions

Not Your Mother's Book Club - "All the Colors of the Dark" by Chris Whitaker

Senior Social Hour

Tuesday Book Club - "The Third Gilmore Girl" by Kelly Bishop

Golden Gamers

Book Bingo

Pen to Paper Writers' Club

**Unfinished Business**

A. Beth Collier moved to approve and Sue Turner seconded the 2025-2026 Salary Personnel Budget as present. Motion carried.

Beth Collier moved and Gale Dodge seconded to approve the Operation Budget for the Manteno Library District for 2025-2026 as presented. Motion carried.

B. Denise Jones moved to approve and Sue turner seconded the renewal of the ILLINET/OCLC Group Services program Member Agreement for the fiscal year 2026. Motion carried.

C. It was noted that both the Library District President and Vice President had given approval of the Director's Evaluation.

### **New Business**

A. Beth Collier moved and Nancy Wheeler seconded to approve the HR Source-Library Per Hub 25/26 Renewal at a cost of \$140.00 for the year. Motion carried.

B. Donna Nelson moved and Denise Jones seconded the Renewal of a 1-Year Training Subscription 25/26 with Ryan Dowd (Homeless Training) at a cost of \$799.00 for the year. Motion carried.

C. Beth Collier moved and Sue Turner seconded the hoopla FY 26 Invoice at a cost of \$4000.00. Motion carried.

D. Gale Dodge moved and Denise Jones seconded the Holohan Heating quote for replacing 3 contractors at a cost of \$1104.00. Motion carried.

E. A new Trustees Ethics Statement was reviewed and discussed. It will be brought forth next month for approval and signatures of trustees next month.

F. The Electronic Meetings Policy and Disc Repair Policy were reviewed by trustees.

G. Beth Collier moved and Donna Nelson seconded the approval of the Freedom of Information Act Policy (FOIA) for 2025-2026. Motion carried.

H. Sue Turner moved and Denise Jones seconded the Manteno Public Library By-Laws as amended. Motion carried.

I. Gale Dodge moved and Nancy Wheeler seconded the disposal of equipment as requested: 1 HP Color Laser Jet Pro and 3 Asus Laptops. Motion carried.

J. Beth Collier moved and Sue Turner seconded a motion of review of the 1st half year Closed Minutes. Motion carried.

**Correspondence** - Director Jamie Lockwood read a letter from the Manteno School District.

**Anticipated Items** - There were no anticipated items brought forth at this time.

**Adjourn** - With no further business Denise Jones moved and Nancy Wheeler seconded for adjournment of the meeting. Motion carried.

Respectfully submitted,

Nancy Wheeler  
Secretary Pro Tem

**Next Meeting Date: Tuesday, July 15, 2025**