



BOARD MEETING AGENDA
March 20, 2025
4:00 p.m.
Mishawaka Location

MONTHLY BOARD MEETING

- A. Call to Order
- B. Approval of Minutes
- C. Treasurer's Report
 - 1. Payment of Bills
 - 2. Financial Review
- D. Director's Update
- E. Privilege of the Floor
- F. Unfinished Business
 - 1. Building Updates
 - 2. Other
- G. New Business
- H. Services Update
- I. President's Comments
- J. Adjournment

Next Board Meeting:
April 17 @ 4:00 p.m.
Mishawaka Location

Mishawaka Library
209 Lincolnway East
Mishawaka, IN 46544
P: (574) 259-5277
F: (574) 254-5585

Bittersweet Branch
602 Bittersweet Road
Mishawaka, IN 46544
P: (574) 259-5277
F: (574) 259-0399

Harris Branch
51446 Elm Road
Granger, IN 46530
P: (574) 259-5277
F: (574) 271-3138

Board Meeting Minutes – March 20, 2025

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on March 20, 2025, at 4:00 p.m. at the Mishawaka Library, 209 Lincolnway East, Mishawaka.

President Jenny McNeil called the meeting to order at 4:01 p.m.

Jenny began the meeting by wishing Mary a happy birthday.

On call of the roll, the following members of the Board of Trustees were present or absent as follows:

Present: Jenny McNeil, Karen Baldini, David Straughn, Sarah Holmes, Mark Bagwell, Dee Dee Gerber, Mary Nicolini

Absent: None

Others Present: Donna Meeks, Director; Eric Mims, Comptroller; Jennifer Ludwig, Director of Patron Services; Richard Currey, Attorney; Joel Dendiu, Attorney; Kim Hooser, Administrative Assistant; Judi Lykowski, Marketing Manager; Anne Britton, Collection Services Coordinator; Stephanie Maggart, Community Engagement Coordinator; Jordan Wegner, Adult Services Team Leader; Ashley Kelly, Adult Services Coordinator; Thomas Vorenkamp, IT Manager

Minutes of the February 20, 2025, Board Meeting were reviewed.

A motion was made to approve the minutes.

Action: Motion: David Straughn
Second: Mary Nicolini
Carried unanimously

Treasurer's Report – Eric Mims, Comptroller

Eric presented February's spending and revenue activity.

Eric pointed out the payment to Cytek, and noted that we should expect to see this new monthly bill for enhanced cyber security, as recommended by our insurance company.

A motion was made to pay the bills as presented.

Action: Motion: David Straughn
Second: Dee Dee Gerber
Carried unanimously

TrustIndiana investment's daily interest rate is currently at 4.29%, which is still a good rate, but lower than the previous amount. They expect the Fed to keep the rates steady for now due to uncertainty in the market.

A brief discussion ensued regarding the way in which Fine & Fee revenue is generated.

Director's Update – Donna Meeks, Director

- March 5th in-service was canceled due to widespread staff illnesses; the Library remained open with normal business hours. Donna complimented the staff for pitching in to cover the call ins, including stepping into a different department when needed.
- The annual reports were successfully submitted to the State Board of Accounts and to the Indiana State Library.
- On April 24, 2024, it was mandated that by April 2026, Class A libraries must ensure that all web and app content comply with the Americans with Disabilities Act in regards to accessibility. We're working with a web development company to make and maintain these changes. This will cost \$28,000, plus the typical web server maintenance and storage service fees over time. The first 50% has already been paid, with the final payment due upon completion.
- Institute of Museum of Library Services was hit with the Reducing the Scope of Federal Bureaucracy budget cuts, as well as Imagination Library:
 - IMLS is asked to reduce functions and staff to the minimum that law will allow; IMLS has until tomorrow to report what their necessary expenses are to remain compliant with law.
 - IMLS supports Evergreen Indiana (this will not affect us), state courier InfoExpress (supports interlibrary loans pickups and deliveries), Inspire Databases (we utilize these), and Libby (unsure of the financial extent to which this will affect us, but it likely will) through the Indiana Digital Library (which increased our digital holdings 10x what we offered without it).
 - Dolly Parton Imagination Library (ages 0-5; 12 books a year): Governor Holcomb's expanded budget in 2023 to \$6 million over a 2-year period; 50% is paid by Indiana and 50% is paid by St. Joseph County Community Foundation; Governor Braun's proposal for this budget is \$0.
- Governor Braun's Indiana property tax proposal – we should know by the end of April if our budget will be cut by about \$600,000 in 2026
 - If this passes, an additional \$600,000 cut in LIT dollars is a possibility to compensate for the loss in revenue at other local government agencies, such as public safety (call center and police officers).
- 10th Street Property:
 - On Monday, February 24, the Redevelopment Commission approved the lease of the property.
 - On March 25, we will attend the County Council Committee Meeting to request the additional appropriation to spend down our rainy-day fund (\$96,425) and the 2024 bond proceeds (\$49,117) on the garage.
 - The van is here. Next week, it will go to TWR in Elkhart for conversion.

Privilege of the Floor

None to report.

Unfinished Business

1. Building Updates – Donna Meeks, Director
 - a. Update on the new Youth Services workspace
 - i. We anticipate receiving bids in mid-April; DLZ will recommend a contractor at the April Board meeting.
2. Other – None to report

New Business

1. Other – None to report

Service Report – Jen Ludwig, Director of Patron Services

Jen presented a statistical review of library services during the month of February (paper copy of presentation is retained in binder in Admin). Highlights include:

- Digital video doubled over last year.
 - Kanopy launched in August 2024, so the next few months should show a similar increase.
- Our first Winter Reading Challenge Wrap-up Party at Bittersweet was a huge hit. A new-to-us presenter, John Dudley the magician, proved to be popular.
- Community Engagement staff spent a couple of days at Penn High School teaching multiple classes of students about early literacy and storytime fundamentals.
- Goodwill's VITA Tax Assistance on Tuesdays were extremely well-attended with over 207 residents receiving services. Volunteers report that the Mishawaka Library location filled up the fastest of all sites.
- Winter Reading Challenge Update:
 - Since 2021, all ages have been encouraged to participate.
 - Between 2021 and 2025, participation has increased almost 425% (266 to 1395).
 - Jen noted that staff have done a great job creating excitement and buy-in surrounding the program.

President's Comments – Jenny McNeil

Jenny thanked Donna and the staff for a job well-done. She wished everyone a happy first day of Spring, and reminded everyone to visit the zoo to see the Festival of Lights. The next Board meeting will be held on April 17.

The meeting was thereupon declared adjourned at 4:34 p.m.


Secretary