



**BOARD MEETING AGENDA**

**April 17, 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
  - 1. Petty Cash Fund Limit
  - 2. Other
- H. Services Update
- I. President's Comments
- J. Adjournment

Next Board Meeting:

May 15 @ 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 – April 17, 2025**

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on April 17, 2025, at 4:00 p.m. at the Mishawaka Library, 209 Lincolnway East, Mishawaka.

Vice-President Dee Dee Gerber called the meeting to order at 4:01 p.m.

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

Present: Karen Baldini, David Straughn, Sarah Holmes, Dee Dee Gerber, Mary Nicolini

Absent: Jenny McNeil, Mark Bagwell

Others Present: Donna Meeks, Director; Eric Mims, Comptroller; Jennifer Ludwig, Director of Patron Services; Dena Wargo, Director of Operations; Richard Currey, Attorney; Joel Dendiu, Attorney; Tina Bennett, Human Resources Specialist; Kim Hooser, Administrative Assistant; Stephanie Maggart, Youth Services Coordinator; Ashley Kelly, Adult Services Coordinator; Thomas Vorenkamp, IT Manager; Jennifer Bowman, Maintenance Manager; Jesse Villagrana, Graphic Designer; Stephen Kromkowski, DLZ Architect; Catherine Oliva, DLZ Architect

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

A motion was made to approve the minutes.

Action: Motion: David Straughn  
Second: Karen Baldini  
Carried unanimously

### **Treasurer's Report – Eric Mims, Comptroller**

Eric presented March's spending and revenue activity.

A motion was made to pay the bills as presented.

Action: Motion: David Straughn  
Second: Karen Baldini  
Carried unanimously

Eric explained our understanding of how Amendment 95 of the proposed HB 1001, will affect our TrustIndiana investment accounts:

- There will be a new Board created to handle investments.
  - 3 of 5 of the members of this new Board will be bankers; therefore, this will likely be good for the banks, but likely not good for us. This Board will be able to limit where we can invest our funds.
- HB 1001 has not yet passed, and we are continuing to watch it closely as it pertains to us.

### **Director's Update – Donna Meeks, Director**

- Last week, April 6-12, was National Library Week.
  - Throughout the week, staff were encouraged to dress up in costume as their favorite book characters, and the public voted for their favorite (see slide).

- All staff were given bagels and MPHPL branded t-shirts on Library Workers Appreciation Day.
- Donna also provided branded t-shirts for Board members.
- The executive team attended the County Council Committee Meeting on March 25 to seek the additional appropriation to spend down rainy-day fund (\$96,425) and 2024 bond proceeds (\$49,117) on the new garage; it was approved.
- As a follow-up to last month's discussion of the funding of IMLS:
  - By law, \$250 million in funding cannot be eliminated, so staff has been put on paid leave and cannot award those funds.
  - There are currently lawsuits against the current federal administration to reverse these actions, so things may change.
- SB-1 passed at midnight on Monday. Eric explained how this may affect our budget and financials (see slides included in Board packet in Retention).
  - Over the next six years, amount of tax collected will be reduced from several sources including business personal property, rental and homestead properties.
  - According to Baker Tilly, if assessed home values increase by 6-7%, that should offset some of the reduced revenue for 2026.
  - Our current LIT (local income tax) Council will be dissolved in 2027. Beginning in 2028, LIT dollars will be available only through requests to the county each year. At this time, we automatically receive LIT checks in the mail without doing anything for them.

### **Privilege of the Floor**

None to report.

### **Unfinished Business**

#### **1. Building Updates – Dena Wargo, Director of Operations**

- a. Dena and Stephen Kromkowski, DLZ, provided an update on the new Youth Services workspace. Stephen presented the three quotes that were received and recommended we accept the lowest bid from The Robert Henry Corporation. He further explained that, if approved, we may be able to start as early as Memorial Day weekend and be completed by the Fourth of July.

A motion was made to accept the received quote of \$56,583 from The Robert Henry Corporation to build a Youth Services office at our Mishawaka location.

Action: Motion: David Straughn  
Second: Sarah Holmes  
Carried unanimously

A motion was made to add construction of Youth Services office to the 2020 bond project list.

Action: Motion: David Straughn  
Second: Sarah Holmes  
Carried unanimously

- b. Dena and Stephen provided an update on the construction of the new garage. Stephen shared an exterior perspective view and an overall floor plan of the garage and explained the interior in detail.

- i. If approved tonight, DLZ will be able to release the bids following two public announcements. This may enable the bids to be available before our next Board meeting.

A motion was made to authorize DLZ to release for bid the building of the new garage.

Action: Motion: David Straughn  
Second: Karen Baldini  
Carried unanimously

2. Other – None to report

#### **New Business**

1. Petty Cash Fund Limits

A motion was made to adopt Resolution 25-02 to increase petty cash fund limit to \$3,400.

Action: Motion: David Straughn  
Second: Karen Baldini  
Carried unanimously

2. Other – None to report

#### **Service Report – Jen Ludwig, Director of Patron Services**

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

- Physical circulation at Bittersweet and Harris saw a slight gain over this time last year.
- March was a good month for programming. Internal numbers were slightly higher than last year.
- Storytime numbers were very strong. For example, the March 25<sup>th</sup> session of Li'l Listeners had 60 attendees!
- Study room usage continues to increase, especially at Mishawaka.
- Tax time has meant continued strong attendance for VITA sessions at Mishawaka, as well as an increase in computer usage, both wi-fi and in the lab.

#### **Vice-President's Comments – Dee Dee Gerber**

Dee Dee wished everyone a happy Easter and happy holiday weekend. The meeting was thereupon declared adjourned at 4:55 p.m.

  
Secretary