



BOARD MEETING AGENDA

May 15, 2025

4:00 p.m.

Mishawaka Library

Next Month's Meeting: June 19

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

Board of Trustees

Mark Bagwell
County Council
11/30/2016-12/31/2028

Karen Baldini
County Commissioners
04/09/2023-04/08/2027

Licia Gerber
School City of Mishawaka
01/01/2022-12/31/2025

Sarah Holmes
County Commissioners
07/02/2024-12/31/2028

Jenny McNeil
School City of Mishawaka
01/01/2019-12/31/2026

Mary Nicolini
Penn-Harris-Madison Schools
12/01/2024-11/30/2028

David Straughn
County Council
12/05/2017-12/31/2025

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 – May 15, 2025

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on May 15, 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.

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, Jenny McNeil

Absent: Mary Nicolini, Mark Bagwell

Others Present: Donna Meeks, Director; Eric Mims, Comptroller; Jennifer Ludwig, Director of Patron Services; Dena Wargo, Director of Operations; Dick Currey, Attorney; Tina Bennett, Human Resources Specialist; Stephanie Maggart, Youth Services Coordinator; Carmen Clark, Harris Adult Services Team Leader; Rhoton, Bittersweet Youth Services Team Leader; Kelly Heet, Outreach Team Leader; Jordan Wegner, Adult Services Team Leader; Ashley Kelly, Collection Services Coordinator; Thomas Vorenkamp, IT Manager; Brandi McWilliams, IT Manager; Jennifer Bowman, Maintenance Manager; Judi Lykowski, Marketing Manager; Stephen Kromkowski, DLZ Architect; Catherine Oliva, DLZ Architect; Latoya Lofton, member of the public

Minutes of the April 17, 2025, Board Meeting were reviewed.

A motion was made to approve the minutes.

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

Treasurer's Report – Eric Mims, Comptroller

Eric introduced Tina Bennett, HR Specialist, as the person replacing Kim Hooser as Administrative Assistant. Kim has accepted a Reference Librarian position at the Bittersweet Branch.

Eric presented April's spending and revenue activity.

A motion was made to pay the bills as presented.

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

Director's Update – Donna Meeks, Director

- Library closed tomorrow for staff in-service at ILF conference in South Bend
- Met with SJ CPL/New Carlisle/Walkerton directors to discuss "plan" for future funding; too early to do anything; considering all four systems join when approaching County for LIT requests.
- New requirement for bond eligibility as bonds fall off (1 year cooling off); the step-down model will bypass this requirement.
- TrustIndiana
 - 50% of investments limited to approved depositories

- New board will have fewer bankers and will consist of 7 members
 - IN State Treasurer
 - Executive Director of Financial Institutions
 - 5 appointed by elected officials
- Indiana State Library impacted by recent legislation
 - 30% budget loss
 - Eliminated Connectivity Grant (\$7,500/year to our library)
 - Inspire databases will no longer receive funding from the state of Indiana
 - Interlibrary-Loan courier also no longer funded from the state of Indiana
 - Currently paying \$4,000 for 3 trips per week

Privilege of the Floor

None to report.

Unfinished Business

1. Building Updates – Dena Wargo, Director of Operations

- a. Stephen Kromkowski, DLZ, presented bids for the 10th Street Garage construction.

A motion was made to award contract for construction of garage to Brown and Brown in the amount of \$509,100 contingent upon the City's approval of our administrative site plan prior to the start of construction

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

2. Other – None to report

New Business

Service Report – Jen Ludwig, Director of Patron Services

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

- After a couple of months of fairly static activity for eBooks and eAudio, we noticed a bump in usage.
- April was a fantastic month for programs, and we saw a sizeable gain in attendance numbers.
- Our annual "Egg"-stravaganza was held at all three locations during Spring Break.
- The ever-popular Stuffed Animal Sleepover returned and was appreciated by kids and parents.
- The People Next Door Student Art and Creative Writing Reception, a partnership with The Kurt and Tessye Simon Fund, was attended by 130 people.

President's Comments – Jenny McNeil

Jenny thanked the library staff for their work and for everyone who attended the meeting. The meeting was thereupon declared adjourned at 4:38 pm



Secretary