



**BOARD MEETING AGENDA**  
**June 19, 2025**  
**4:00 p.m.**  
**Mishawaka Location**  
  
**Next Month: July 17**

**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. 2026 Closing Dates
  - 2. Other
- 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 – June 19, 2025

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on June 19, 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 4:00 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, Dee Dee Gerber, Mary Nicolini

Absent: Jenny McNeil, Sarah Holmes, Mark Bagwell

Others Present: Donna Meeks, Director; Eric Mims, Comptroller; Jennifer Ludwig, Director of Patron Services; Dena Wargo, Director of Operations; Joel Dendiu, Attorney; Carmen Clark, Adult Services Coordinator; Jennifer Christianson, Bittersweet Adult Services Team Leader; Megan Harms, Harris Adult Services Team Leader; Ashley Kelly, Collection Services Coordinator; Brandi McWilliams, IT Manager; Jennifer Bowman, Maintenance Manager; Judi Lykowski, Marketing Manager

Minutes of the May 15, 2025, Board Meeting were reviewed.

A motion was made to approve the minutes.

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

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

Eric presented May's spending and revenue activity.

A motion was made to pay the bills as presented.

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

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

- Donna gave an update on Steve's medical condition (Jenny McNeil's husband); cards were signed.
- Invites were given to the annual DLZ golf outing.
- The Indiana legislative season is over; the DLGF is working through understanding and communicating regarding new legislation.
- The Budget and Finance Committee will be meeting the 1<sup>st</sup> week of July.

### **Privilege of the Floor**

None to report.

## Unfinished Business

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

- Bob Frame is fixing pipes in the floor at the Mishawaka meeting room hallway due to blocks in the pipes .
  - We will test out air dryers to possibly replace paper towels at the Mishawaka bathrooms to prevent patrons flushing paper towels.
- The Harris men’s room had a recent ceiling leak; Bob Frame has also addressed this issue.
- Harris also had a recent roof leak due to the rain and high winds; Hoekstra is addressing.
- On June 12 we had pre-construction meetings with Robert Henry (Mish Youth Services office renovation-starting around July 1) as well Brown and Brown (10<sup>th</sup> Street garage, finishing by mid-September).
  - For the 10<sup>th</sup> Street garage, the City of Mishawaka is asking for a taller fence and for us to move some landscaping; these costs will be covered by the project allowance.

### 2. Other – None to report

## New Business

### 1. 2026 Closing Dates

- a. Closing dates for 2026 were discussed.

A motion was made to accept the dates as presented

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

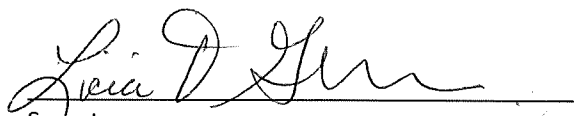
## **Service Report – Jen Ludwig, Director of Patron Services**

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

- We saw a nice gain in digital, again with an increase in eAudiobook usage.
- May is a typically slower month with the end of the school year upon us, but this year we had strong numbers across the board. Teen saw a nice bump up as attendance continues to grow, especially for Teen Gaming at Mishawaka.
- Our Outreach staff did two events that are not included in this month’s count: MPHPL interacted with an additional 700 people between Kids to Parks Day at Hillis Hans and One Day in the Sun at Merrifield Park. Summer Reading Challenge cards, program guides and library information were distributed to attendees who came to chat with us at our booth.
- Study room usage continues to be impressive.
- MPHPL was selected to take part in the 2025 Indiana Authors Awards Speaker Program, which covers the author’s speaker fee. Rebecca McKanna will be speaking at Mishawaka on June 26 at 5 p.m.; her debut novel *Don’t Forget the Girl* was awarded the 2024 Indiana Authors Award for Genre Fiction.

**President's Comments – Dee Dee Gerber**

Dee Dee wished everyone a good week. The meeting was thereupon declared adjourned at 4:28 p.m.

A handwritten signature in cursive script, appearing to read "Lucia D. Gerber", written over a horizontal line.

Secretary

A handwritten signature in cursive script, appearing to read "Karen Baldoni".

