



BOARD MEETING AGENDA

July 17, 2025

4:00 p.m.

Mishawaka Location

Next Month: August 21

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 Budget
 - 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 – July 17, 2025

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

President Jenny McNeil called the meeting to order at 4:04 p.m.

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

Present: Jenny McNeil, DeeDee Gerber, Karen Baldini, David Straughn, Mary Nicolini

Absent: Sarah Holmes, Mark Bagwell

Others Present: Donna Meeks, Director; Eric Mims, Comptroller; Jennifer Ludwig, Director of Patron Services; Dena Wargo, Director of Operations; Tina Bennett, HR Specialist; Joel Dendiu, Attorney; Dick Currey, Attorney; Ashley Kelly, Collection Services Coordinator; Brandi McWilliams, IT Manager; Jennifer Bowman, Maintenance Manager; Judi Lykowski, Marketing Manager; Jordan Wegner, Adult Services Team Leader; Shondra Brown, Circulation Team Leader; Kate Rhoton, Youth Services Team Leader; Kelly Heet, Outreach Team Leader; Stephanie Maggart, Youth Services Coordinator

Minutes of the June 19, 2025, Board Meeting were reviewed.

A motion was made to approve the minutes.

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

Treasurer's Report – Eric Mims, Comptroller

Eric presented June's spending and revenue activity.

A motion was made to pay the bills as presented.

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

Director's Update – Donna Meeks, Director

- Third Street Construction is messy, but Dena has been speaking with them regarding a "path" for employees – it will be at least two weeks before they can do anything.
- We are going through an audit for years 2023/2024. Crowe is conducting the audit, and they will wrap up in a few days.
- Signage Plan- Bitt. \$45,000 / Mish. \$47,000+\$9,000 -- Donna explained this was run by the Finance Committee; due to the large amount, she asked if any Board members had concerns or objections to spending this out of this year's Operating budget – there were no objections.
- The Supreme Court protected e-rate funding (80% discount for internet access/may expand to include cybersecurity; we currently pay Cytec \$1300 month = \$12,480 per year).

Privilege of the Floor

None to report.

Unfinished Business

1. Building Updates – Dena Wargo, Director of Operations

- Brown and Brown have mobilized to the 10th Street property to begin construction of the new garage; they estimate completion by mid-to-late September.
- The ribbon cutting and garage opening will be a community event; we are targeting October for the event.
- Youth Services staff offices will begin once frames are in.
- We received rebates for boiler tune-ups for all our locations totaling \$2,388.

2. Other – None to report

New Business

1. 2026 Budget

- The 2026 Budget and Salary Scale were discussed; Donna pointed out that this reflects a 4% increase for staff.
- David Straughn asked how soon into the budget spending would we know how much the impact of Senate Bill 1 would reduce our budget. Donna stated that if it is catastrophic, we will have to dip into our savings to get us through the year and give us time to figure out what may need to be cut in the following budget.

A motion was made to accept the 2026 Salary Scale as presented

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

Service Report – Jen Ludwig, Director of Patron Services

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

- Steady month for circulations in comparison to last year – print slightly dipped, but was balanced out by a small bump in digital.
- June was the month of family programs. Our Summer Reading Kickoff program with musician Jeanie B. was well-attended. Other family events included ROZ Puppets, Professor Steve's Science of Color and Poke Palooza (Pokémon).

- Outreach partnered with the Boys & Girls Club to provide a literacy and STEM program at several sites (LaSalle, John Young, Covenant Christian). Next month, the team will visit Bethel, LaSalle and John Young.
- Door count was impressive for June.
- System-wide numbers were up for all categories of other services.

President's Comments – Jenny McNeil

Jenny thanked everyone for their cards, cakes and prayers for Steve. She asked if we were aware that the Parks Board must now video record their meetings due to a new law – Donna responded that public libraries are exempt from this law.

The meeting was thereupon declared adjourned at 4:37 p.m.


Secretary