



BOARD MEETING AGENDA

August 21, 2025

4:00 p.m.

Mishawaka Location

Next Month: September 18

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. 2026 Budget
 - 3. Other
- G. New Business
 - 1. Security
 - 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 – August 21, 2025

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on August 21, 2025, at 4:00 p.m. at the Mishawaka Library, 209 Lincolnway East, Mishawaka.

President Jenny McNeil called the meeting to order at 4:03 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, Sarah Holmes

Absent: Mark Bagwell, Mary Nicolini

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; Jennifer Bowman, Maintenance Manager; Judi Lykowski, Marketing Manager; Kate Rhoton, Youth Services Team Leader; Kelly Heet, Outreach Team Leader; Stephanie Maggart, Youth Services Coordinator; Megan Harms, Adult Services Team Leader; Chelsea Eskander; Youth Services Team Leader; Joshua Peters, Librarian; Carmen Clark, Adult Services Coordinator; Brandi McWilliams, IT Manager

Minutes of the July 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 presented July's spending and revenue activity.

A motion was made to pay the bills as presented.

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

Director's Update – Donna Meeks, Director

- The Indiana State Library has notified us that we are in compliance with 2024 Public Library Standards.
- Our 2023/2024 Audit with Crowe has been completed; there were no infractions.
- Staff in-service will be held on September 10 and will include informational updates and department meetings.

Privilege of the Floor

None to report

Unfinished Business

1. Building Updates – Dena Wargo, Director of Operations

- The Harris pergola is rusting, and painting would only be a temporary fix. Also, the pavers in the courtyard are a tripping hazard. The Finance Committee supports seeking bids for removal of the pergola and pouring concrete to replace the pavers. DLZ is working on the plans. It will be paid for from bond dollars.
- Ziolkowski is in the process of painting the Harris exterior doors and trim work. They have faded and we need to match the window color which is still in good condition.
- The Mishawaka Youth Services office remodel needs flooring and windows but is mostly finished. It should be completed in the next week.
- Mishawaka Utilities notified us that our fresh water consumption at Mishawaka from July 9 to August 6 was 21,000 cubic units (6700 was our previous highest consumption). We checked all the possible areas for water leaks, and the meter is not broken. Consumption has returned to normal. and staff will daily check the water meter. Dena will see if we can pay less on last month's bill.
- The garage on 10th Street ran into some soil issues requiring a deeper dig, but there will be no delays to the project, and the extra expense will be covered by the allowance. We are also seeking a variance from the City to allow us to use 6' fencing to match all of the other fencing instead of the 7' now required on the residential side of the property.

2. 2026 Budget

- Eric will be taking budget feedback from the Board until the end of August, and will then submit a notice to tax payers.
- Public hearing will be next Board meeting

3. Other – None to report

New Business

1. Security

- We are wishing to bring security in house (vs. our current practice of outsourcing it) by creating a new staffing position. This requires an amendment to the 2025 and 2026 Salary Scales approved earlier by the Board.

A motion was made to add Security as a Level 4 position to the 2025 and 2026 Salary Scales.

Action: Motion: Dee Dee Gerber
Second: David Straughn
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 July (paper copy of presentation is retained in binder in Admin). Highlights include:

- Bittersweet and Harris Youth print were up a nice amount.
- Digital usage was strong.
- July's program attendance was amazing. Strong storytime attendance fueled these numbers, including our first-ever summer Bouncin' Babies lapsit sessions.
- Family programs included Potawatomi Zoo's Zoo to You and Storytelling Through Dance presented by Debbie Werbrouck's School of Dance.
- Outreach visits included the MEF Greenhouse, Paddyshack and the Mishawaka Historical Museum as well as Boys & Girls Club at Bethel, LaSalle and John Young.
- All three locations were heavily used by patrons in July; door count numbers were fantastic.
- Every category of other services saw usage gains.
- For Summer Reading, we saw a slight plateau in participation this year.
- We feel that increased visibility with the bookmobile, our new partnership with the Boys & Girls Club and the possibility of sending a digital flyer to the schools will help market the program to more elementary students and their parents.
- Winter Reading will take place January 2-February 28.

President's Comments – Jenny McNeil

Jenny reported that she has heard many positive comments about the library recently and thanked the staff for their hard work.

The meeting was declared adjourned at 4: 39p.m.


Secretary

