



**BOARD MEETING AGENDA**  
**September 18, 2025**  
**4:00 p.m.**  
**Mishawaka Location**  
**Next Month: October 16**

**Public Hearing on 2026 Library Budget**

- Call to Order
- Public Comments
- Adjournment

**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. 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 – September 18, 2025

### Public Hearing on 2026 Library Budget

Secretary Karen Baldini called the meeting to order at 4:01 p.m.

There were no public comments.

A motion was made to adjourn the public hearing.

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

The public hearing was thereupon declared adjourned at 4:01 p.m.

### Monthly Board Meeting

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on September 18, 2025, at 4:00 p.m. at the Mishawaka Library, 209 Lincolnway East, Mishawaka.

Secretary Karen Baldini 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, Mary Nicolini, Mark Bagwell

Absent: Jenny McNeil, Dee Dee Gerber, Sarah Holmes

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; Chelsea Eskander, Youth Services Team Leader; Brandi McWilliams, IT Manager; Catherine Oliva, DLZ Architect; Steven Kromkowski, DLZ Architect; Kiera Nolan, Library Associate

Minutes of the August 21, 2025, Board Meeting were reviewed.

A motion was made to approve the minutes.

Action: Motion: David Straughn  
Second: Mark Bagwell  
Carried unanimously

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

Eric presented August's spending and revenue activity.

A motion was made to pay the bills as presented.

Action: Motion: David Straughn  
Second: Mark Bagwell  
Carried unanimously

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

- Book sales at Harris and Bittersweet branches will be discontinued. They generate a total of only \$4,000 annually, and the space is needed for displays, and books will be redirected to the Bookmobile as giveaways to those ineligible for cards. Staff will receive talking points to explain the change and direct patrons to the Mishawaka branch, which will continue its book sale.
- NILBA Dinner will take place Sept 29. Three Executive Team members will attend the NILBA dinner, with discussions focused on Senate Bill 1.
- Windows 11 updates have caused time/print management problems that require prompt fixing. IT may close public labs for 1–2 days to complete the update. Marketing will provide signage, and patrons will receive 1–2 weeks' notice per Mark Bagwell's request.

#### **Privilege of the Floor**

None to report

#### **Unfinished Business**

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

- a. The Harris concrete poured by Majority on March 12, 2024, has not corrected itself and is unacceptable. Majority has proposed applying a stain/sealant vs. replacement (see attached email from Gary Paston). The Board agreed to allow the trial staining as long as certain conditions are met (see 9/18/25 attached letter to Majority). Discussion followed regarding Majority's offer of a \$2,500 donation and decided it was fine to accept.

A motion was made that the Board reject the concrete in its current state but accepts Majority's offer to alternative corrective actions, per email dated 9-17-2025 from Gary Paston at Majority subject to details set by sole discretion of the library/board and authorizes delivery of the letter prior to Sept 30. Timeline to be completed by October 15, with a resolve that 2-3 applications should last 3-5 years if directed by DLZ that this is appropriate.

Action: Motion: Mark Bagwell  
Second: David Straughn  
Carried unanimously

- b. The Youth Services staff office is complete and truly beautiful.
- c. The 6-foot variance was approved by the City for fencing; the garage is coming along, and we are waiting for the fence to arrive; we are anticipating the end of October for completion.

- d. Quotes for the concrete work at the Harris front courtyard pavers were reviewed

A motion was made to accept the quote from Brown and Brown for \$74,000

Action: Motion: David Straughn  
Second: Mark Bagwell  
Carried unanimously

2. Other

A motion was made to approve spending any remaining 2020 Bond dollars on Mishawaka repairs and improvements.

Action: Motion: Mark Bagwell  
Second: David Straughn  
Carried unanimously

**New Business**

1. Other – None to report

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

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

- August is always a slowdown month after a very busy June/July. We are on par with last year.
- August is always a light programming month.
- Last year's numbers were boosted by the special storytime and visit by basketball player Devin Cannady.
- MPHPL participated in HealthLinc's back-to-school event at John Young Middle School and spoke with over 150 people.
- Door counts were good for August.
- Mishawaka hosted the annual quilt show and, as always, there was a lot of traffic.

**President's Comments – Karen Baldini**

Karen wished everyone well, reminding us that the next board meeting is on October 16. She also asked us to keep Jenny and her husband in our thoughts as they continue to navigate traveling and health.

The meeting was declared adjourned at 4:37 pm.

  
Secretary

