



**BOARD MEETING AGENDA**  
**January 23, 2025**  
**4:00 P.M.**  
**Mishawaka Location**

**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. Land Lease
  - 3. Other
- G. New Business
  - 1. Committee Members
  - 2. Other
- H. Services Update
- I. President's Comments
- J. Adjournment

**ANNUAL MEETING OF THE BOARD OF FINANCE**

- A. Call to Order
- B. Approval of Minutes
- C. Election of Officers
- D. 2024 Budget Review
- E. Investments Review
- F. Adjournment

Next Board Meeting:  
February 20 @ 4:00 p.m.  
**Mishawaka Location**

**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 – January 23, 2025

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on January 23, 2025, at 4:00 p.m. at the Mishawaka Library, 209 Lincolnway East, Mishawaka.

President Jenny McNeil 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: Jenny McNeil, Karen Baldini, Mark Bagwell, Mary Nicolini, David Straughn, Dee Dee Gerber

Absent: Sarah Holmes

Others Present: Donna Meeks, Director; Dena Wargo, Director of Operations; Eric Mims, Comptroller; Jennifer Ludwig, Director of Patron Services; Richard Currey, Attorney; Joel Dendiu, Attorney; Tina Bennett, Human Resources Specialist; Jennifer Bowman, Maintenance Manager; Stephen Kromkowski, Architect; Thomas Vorenkamp, IT Manager; David Scherschel, IT Specialist; Judi Lykowski, Marketing Manager

Minutes of the December 19, 2024, 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 December's spending and revenue activity.

Eric reviewed the bills.

A motion was made to pay the Dec. 31 bills as presented.

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

A motion was made to pay the Jan 16 bills as presented.

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

A motion was made to approve Resolution 25-01 to cancel stale-dated checks.

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

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

- Dena introduced Tina Bennett and Jennifer Bowman to the Board.
- Board Trustee Manuals are available in print and will be distributed electronically.
- To the Director's knowledge, patrons have not been complaining to staff about the new hours.
- Library was closed on Tuesday due to cold weather; we had no building issues.
- In-Service will be the Indiana Library Federation Regional Conference at the St. Joseph County Public Library on May 16; the library will be closed the entire day.

**Privilege of the Floor**

None to report.

**Unfinished Business**

1. Building Updates – Dena Wargo, Director of Operations
  - a. Upcoming Building and Grounds Committee meeting to discuss 2024 Bond Projects
  
2. Land Lease

A motion was made to approve the proposed 10th Street Ground Lease agreement with the City of Mishawaka and to authorize Donna Meeks to sign it on behalf of the Library.

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

3. Other – None to report

**New Business**

1. Announcement of 2025 Committee Members – Jenny McNeil, President
  - a. Admin & Policy:
    - i. Jenny McNeil
    - ii. Dee Dee Gerber
    - iii. Mary Nicolini
  
  - b. Budget & Finance:
    - i. Dee Dee Gerber
    - ii. Jenny McNeil
    - iii. David Straughn

- c. Buildings & Grounds:
- i. Mark Bagwell
  - ii. Karen Baldini
  - iii. Sarah Holmes

2. Other

A motion was made to move Circulation Team Leader position from Job Classification 3 to Job Classification 5.

Action: Motion: Dee Dee Gerber  
Second: Mark Bagwell  
Carried unanimously

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

Jen presented a statistical review of library services over the past year (paper copy of presentation is retained in binder in Admin). Highlights include:

- Door counts and cards issued increased.
- Total print and digital check-outs increased; physical media check-outs are declining as more people transition to streaming services.
- Wireless usage is up.
- Programming numbers are strong.

**President's Comments – Jenny McNeil**

Jenny reminded everyone that the annual meeting of the Board of Finance will follow this meeting.

The meeting was thereupon declared adjourned at 4:32 p.m.

  
Secretary