



BOARD MEETING AGENDA
February 20, 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. Other
- G. New Business
 - 1. 10th Street Garage
 - 2. Other
- H. Services Update
- I. President's Comments
- J. Adjournment

Next Board Meeting:
March 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 – February 20, 2025

The regular meeting of the Board of Trustees of the Mishawaka-Penn-Harris Public Library was held on February 20, 2025, at 4:00 p.m. at the Mishawaka Library, 209 Lincolnway East, Mishawaka.

President Jenny McNeil 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: Jenny McNeil, Karen Baldini, David Straughn, Sarah Holmes

Absent: Mark Bagwell, Dee Dee Gerber, Mary Nicolini

Others Present: Donna Meeks, Director; Dena Wargo, Director of Operations; Eric Mims, Comptroller; Jennifer Ludwig, Director of Patron Services; Richard Currey, Attorney; Tina Bennett, Human Resources Specialist; Kim Hooser, Administrative Assistant; Judi Lykowski, Marketing Manager; Anne Britton, Collection Services Coordinator; Stephanie Maggart, Community Engagement Coordinator; Jordan Wegner, Adult Services Team Leader

Minutes of the January 23, 2025, Board Meeting were reviewed.

A motion was made to approve the minutes.

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

Treasurer's Report – Eric Mims, Comptroller

Eric presented January's spending and revenue activity.

Eric reviewed the bills. He explained that there was a sorting issue with the EFTs and checks; therefore, there are two sets of bills for the month. Eric stated the issue has been corrected; next month should be back to normal with only one set of correctly sorted bills.

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

- This Monday, the 17th, we (Donna, Dena, Stephen Kromkowski and Dick, along with Ken Prince, John Roggeman, and the Mayor) presented our plan for the 10th Street Garage/Storage Facility to the Mishawaka Common Council; it passed unanimously. Next Monday, the 24th, it will go to the Redevelopment Commission for a final vote. We hope to walk out of that meeting with a 10-year lease on the property.

- Wednesday, March 5 is our staff in-service; the Library will close at 12:30 p.m.
- Senate Bill 283, which would have required the county government to determine our budget, looks to be dead in session at this time.
- We're keeping an eye on Senate Bill 1, Governor Braun's property tax cuts. If this passes, we are projected to lose \$686k in 2026; \$882k in 2027; and \$1m+ in 2028.

Privilege of the Floor

None to report.

Unfinished Business

1. Building Updates – Dena Wargo, Director of Operations
 - a. The Building and Grounds Committee met with Stephen and Catherine (DLZ) to discuss the 2024 Bond projects and prioritize.
 - i. Bittersweet Branch – replace/upgrade HVAC system, LED lighting, ceiling tiles
 1. Stephen is anticipating about 2-3 months (September-December)
 2. The Branch will need to close for a portion of this time
 - ii. 10th Street Garage bid April or May (sooner if possible)
 1. Dick noted that the City will have to re-zone the land before we can put this out to bid and begin work
 2. Stephen anticipates this project will take approximately 90 days
 - iii. New roofs at Mishawaka and Bittersweet
 - iv. Exterior tuckpointing at all locations

2. Other – None to report

New Business

1. 10th Street Garage – Eric Mims, Comptroller

A motion was made to approve our seeking County approval for an additional appropriation to spend \$96,425 from our Rainy Day Fund and \$49,117 from 2024 Bond dollars toward the construction of the garage.

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

2. Other – Construction of Youth Office Space
 - a. Donna explained that the Youth Service offices at Mishawaka were built prior to having the Community Engagement department. Both departments have grown and, given our current needs, we would like to build a separate Youth Service office in an open space in the Teen Area (see DLZ's plan "Interior View – New Youth Office Workroom" in Retention packet)

- i. At this time, we are only asking for Board approval to ask for quotes; however, Stephen is estimating final cost to be \$75-80,000. There is \$125,000 left from the 2020 bond.

A motion was made to approve sending out a request for quotes for construction of a youth office space.

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

Service Report – Jen Ludwig, Director of Patron Services


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

- We saw a slight dip in eBooks, but yet another increase for eAudiobooks. Overall, still a slight growth for digital.
- January programming attendance and outreach was good with growth in all individual age categories. Families are enjoying storytimes at Harris on Wednesdays.
- We had a fantastic Winter Reading Kickoff party. Stevens Puppets performed *The Wizard of Oz*.
- Door counts were steady with a larger increase at Mishawaka.
- We saw growth in meeting and study room usage compared to last year.

President's Comments – Jenny McNeil

Jenny wished David a happy birthday. She shared that the Zoo Luminate lantern festival will run at Potawatomi Zoo beginning March 19 and running until Memorial Day weekend. The next Board meeting will be March 20th at the same time, and we are only 30 days away from Spring!

The meeting was thereupon declared adjourned at 4:31 p.m.


Secretary