

**Minutes LaGrange County Library Board of Trustees Budget Meeting  
August 17, 2023-LaGrange County Public Library (Main Branch) 203 W. Spring Street,  
LaGrange, IN 46761**

Board members present: Maranda Randol, Jerry White, Jody Blake, Michelle Chrisman, Martin Franke, Sam Plew (arrived late)

Absent: Rita Lehner

Others Present: Richard Kuster, Library Director; Anna Mendoza, Asst. Library Director

Board President Sam Plew convened the budget meeting at 5:35 pm.

Richard presented the budget as calculated for 2024. After brief discussion and clarification, the Board authorized Richard to submit the necessary documents showing adoption of the budget for 2024 as presented. This proposed budget has already been discussed and published. *Jody moved adopting the budget as stated, seconded by Michelle. The Board was unanimous in accepting the budget. Hearing no further business, President Sam Plew closed the meeting at 5:37 pm.*

**Minutes LaGrange County Library Board of Trustees Public Meeting August 17, 2023.  
Meeting held at the LaGrange County Public Library Community Room (Main Branch) 203  
W. Spring Street, LaGrange, IN 46761.**

Board Members in attendance: Maranda Randol, Jerry White, Jody Blake, Michelle Chrisman, Sam Plew, Martin Franke

Board members absent: Rita Lehner

Others Present: Richard Kuster, Library Director; Anna Mendoza, Library Asst. Director

President Sam Plew convened the regular board meeting at 5:40 pm. He invited comment regarding the minutes of the previous meeting. Jody, having been absent the meeting previous, asked for clarification about the sunflowers planted along the site of the former WR Thomas 5¢ & Dime Store. Sam explained the program and its relevance to the Library. With no further discussion, *Jerry moved acceptance of the minutes as submitted; Maranda seconded the motion. The minutes were adopted without further comment by unanimous voice vote of the Board.*

**Financials:**

Richard presented the treasurer's report with the following comments:

- \$44,000 taken in through Local Income Tax (LIT)
- Trust Indiana Fund currently paying 5.3% on the library's current investment
- Treasurer's Report just in and not ready for presentation to the Board; this will be presented at the September meeting
- Anna presented Reports and Claims, including 2 payrolls and 3 retirement payments since the July Board meeting, in the total amount of \$109,742.99, including check numbers 29538-29580 plus electronic transfers. With no further questions or discussion, *Jody moved to pay the claims as presented, seconded by Michelle. Motion passed unanimously by voice vote.*

## Director's Report

- Budget Process: already dealt with in the preceding public budget meeting
- Bibliotecha Maintenance Agreement: \$8285.04 This is the library's inventory control system. The maintenance agreement is due for renewal. *Martin moved and Jerry seconded authorizing renewal at the stated cost. No further discussion, and authorized by unanimous voice vote of the Board.*
- Havel HVAC control panel upgrade: \$17,765.00. This was an unplanned for expense, necessitated by obsolescence of the previous control panel. It was explained to the Board that if we wish to maintain the HVAC control system at full efficiency, this will be a necessary step to take. Jerry explained how the system is supposed to work, and why this software upgrade is necessary. *Michelle moved and Maranda seconded authorization of this upgrade to the HVAC system to be paid from the Rainy Day Fund. Motion passed by unanimous voice vote of the Board.*
- Architects proposal for Shiphshewana Addition: Richard has met twice with the architect; Jerry once as well. Jody mentioned a second option of a building for sale in downtown Shiphshewana (the Depot) that may serve as well. Discussion on the subject involved how big a building we require, how much we are willing or able to spend, accessibility requirements. Jerry, Martin and Michelle all contributed comments to the discussion at this time. The ultimate question at hand for this agenda item is "Does the Board wish to authorize the architect to proceed with drawing up proposed plans for the addition to the current building at the cost of \$9,000?" Sam mentioned the need to move ahead with the development of a plan. Michelle mentioned activity of the organization that she works for, the GED program, and the success of the Cove as a youth activity center in Shiphshewana. *Jerry moved to authorize the architect to move forward with the development of a plan for expansion of the current facilities, seconded by Maranda. This met with unanimous approval of the Board by voice vote.*
- Employee Handbook is back from the library's attorney with no substantive changes. There was some discussion concerning the change in vacation time for staff to paid time off (PTO). Further discussion on holiday schedule. *Jerry moved acceptance of the Handbook as presented, Jody seconded the motion, approved without further discussion by unanimous voice vote of the Board.*
- Library sign has been installed. Richard asked for authorization to pay the balance owed on the project in the amount of \$6,256, to be taken from the Rainy Day Fund. *Michelle moved to pay the balance of the sign, seconded by Maranda, so authorized by unanimous voice vote of the Board without further discussion.*
- Richard reported on the state and size of the Library collection, the statistical report with 26,466 items circulated in the last month (probably the lowest circulation month of the year), and the Staffing Report, with currently 34 employees, both full and part-time employed by the LaGrange County Public Library system at this time.
- Richard proposed a 3 hr planning retreat meeting to be held sometime in September. Jerry asked that Richard and Anna consider all aspects of this and present possibilities to the Board. They agreed to do so.

There were no Committee Reports brought forward to the Board at this meeting.

Correspondence to the Board: None

Old Business: None

New Business: Tree removal discussed, Jerry brought up the cost of library service to persons residing in unserved areas (\$93.00 out of county service fee charged in Indiana).

With no further business before the Board, Sam invited a motion for adjournment. Martin moved and Jerry seconded the motion to adjourn the meeting, which was approved by unanimous voice vote of the Board at 7:01 pm.

Respectfully Submitted,

*Martin A. Franke*

Martin A. Franke, LaGrange County Library Board Secretary

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