

LaGrange County Public Library Board Meeting
Wednesday, July 16, 2025
LaGrange County Public Library
Main Library Community Room
203 W. Spring St.
LaGrange, IN 46761

Board members present: Jody Blake, Daniel Hobbs, Rita Lehner, Gloria Sherwood

Board members absent: Sam Plew, Maranda Randol, Jerry White

Others present: Richard Kuster, Anna Mendoza

Jody Blake called the meeting to order at 12:10 p.m.

Jody called for a review of the June minutes. **Rita made a motion to approve the minutes of the June meeting. Dan seconded. Minutes were approved by unanimous voice vote of the board with no further discussion.**

Public Comments: None

Treasurer's Report: Richard noted that the property tax payment was deposited and general fund shows a balance of just over \$1 million which must last through December 2025. The Rainy Day Fund balance shown is correct, but the line items will need correction to balance. These corrections will be made by the treasurer before the August meeting. **Rita made a motion to approve the Treasurer's Report with future corrections. Gloria seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

Reports and Claims: Anna presented reports and claims. Claims included checks 30838 through 30894 written out of the Operating account, checks 1099, 1100, 1200 and 1201 written out of the Gift account for total disbursements of \$461,783.60. It was noted that a bond payment of \$285,293.00 and a construction payment of \$54,453 were included in those disbursements. The final construction payment should be made next month. The non-consecutive check numbers were due to an error in starting number of new checks ordered. **Rita made a motion to approve the Reports and Claims as presented. Gloria seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

Director's Report:

- At the Shipshewana Branch, the architect and construction superintendent have completed their "punch list" of items to be corrected or completed. Following the completion of those items, construction is basically complete.
- Richard noted that the additional appropriation of \$125,000 was approved by the County Council. A revised quote for shelving at Shipshewana came in at \$60,000. The appropriation will be used for that shelving, as well as floor covering and new door at Shipshewana.
- A resolution was presented to go ahead with the contract for the shelving and to transfer the funds in the amount of \$239,000 from the Operating Fund to the Rainy Day Fund for that purchase as well as the flooring, the door, and any other future improvements needed. **Rita made the motion to accept the resolution. Gloria seconded. Motion approved by unanimous voice vote of the board with no further discussion.**
- The State Board of Accounts auditors have completed the audit of the library and the only issue was the format of the inventory of assets. That inventory will be re-submitted on their required form. It was noted that a copy of that form will be saved to insure it is reported to the satisfaction of the SBOA in the future.

- The Department of Local Government Finance has approved all 2026 Budget documents and the notice of budget hearing has been submitted to Gateway. This notice lists the first public reading and hearing of the budget as Thursday, August 21 at 5:30 p.m. at the regular meeting of the board. The second public reading and hearing/adoption of the budget will be held at 5:30 p.m. on Thursday, September 18 at the regular meeting of the library board.
- The 2026 E-Rate Resolution was signed by all members of the board present.
- A map was distributed showing the areas covered by our library system, other libraries, and non-served areas. It was noted that students that live in Steuben County and attend Prairie Heights Schools in LaGrange County have no available library services. **Rita made a motion that the LaGrange County Public Library offer library services and cards to all Prairie Heights students and teachers free of charge, regardless of their county of residence, with the option to charge in the future. Gloria seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

Hiring Committee Report: Rita reported that the job listing for the Director position has been sent to the State Library for posting, but she had been unable to verify the posting or receive a call-back from her contact there. Anna was able to access the site and saw that there was no posting yet for the position. Rita will follow up with the contact information that she has to see why it has not been posted.

Personnel Committee Report: None

Facilities Committee Report: The window cleaner is revising his quote and will send it to the board.

Policy & Procedures Committee Report: Jody reported that the plan is to have a new handbook complete for 2026. She will send information about the committee meetings for posting. There was a discussion of board member meeting attendance requirements and how our own requirements might align with the state regulations.

Correspondence to the Board: None

Old Business: None

New Business: Jody questioned our options and liabilities regarding an apparently indigent individual staying outside the front door of the library with bags of belongings and two dogs. Richard will contact the town marshal to make contact.

At 1:14 p.m. Rita made a motion to adjourn the meeting. Gloria seconded. Motion approved by unanimous voice vote of the board with no further discussion.

The next meeting of the board will be held on Thursday, August 21 at 5:30 p.m. at the LaGrange Main Library.

Minutes typed and submitted by Debra Gulley, Recording Secretary

Jody Blake: _____

Dan Hobbs: _____

Rita Lehner: _____

Maranda Randol: _____

Sam Plew: _____

Gloria Sherwood: _____

Jerry White: _____