

LaGrange County Public Library Board Meeting  
Thursday, September 18, 2025  
**LaGrange County Public Library**  
**Main Library Community Room**  
**203 W. Spring St., LaGrange, IN 46761**

Board members present: Daniel Hobbs, Rita Lehner, Sam Plew, Maranda Randol, Gloria Sherwood, Jerry White

Others present: Anna Mendoza, Deb Gulley

**The 2026 Budget Public Hearing was called to order by board vice president Jerry White at 5:30 p.m.** It was noted that the Budget and Notice of Public Hearing had been published according to requirements and first public hearing had been held August 21, 2025. With no one present to comment or discuss the budget, **Sam made a motion to approve the 2026 Resolution for Appropriations and Tax Rates as presented. Rita seconded. Vote of the board was unanimous in favor. Gloria moved to adjourn the hearing. Sam seconded. The hearing was adjourned with no further discussion.**

**Board Vice President Jerry White called the regular meeting of the Library Board to order at 5:35 p.m.**

Jerry called for a review of the August minutes. **Rita made a motion to approve the minutes of the July meeting as written. Sam seconded. Minutes were approved by unanimous voice vote of the board with no further discussion.**

**Public Comments:** None

**Treasurer's Report:** Anna reviewed the fund balances report (attached). All disbursements are as normal, with one construction payment noted from the Rainy Day Fund. **Sam made a motion to approve the Treasurer's Report. Rita 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 30954 through 31014 written out of the Operating account, check 1204 written out of the Gift account, and checks 1051-1053 written from the Grant account for total disbursements of \$163,923.24. **Sam 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:**

- Director Richard Kuster has officially retired and returned his keys. The Director's office has been cleaned and is ready for the next director. Two applications have been received to date.
- Shiphewana update: Currently the flooring is being installed. Library has closed for the week for the installation and plan to reopen Monday, September 22. Staff will be scheduled to work at the main library and the Topeka branch so they do not lose pay.
- The staff training held at the Peabody Library in Columbia City, IN was a success. Twelve employees attended the sessions.
- Letters have been sent to Prairie Heights and Westview school boards to start the search for a new library board member before the end of the year.
- Havel has completed the annual HVAC inspection. One pipe on unit 3 has been leaking and needs to be replaced. The cost for parts and labor is \$2,190. Anna approved that repair. Other items were also found that will need attention. The Havel office manager will be sending quotes on those items soon.
- No Loitering signs have been installed on the exterior of the library.
- A payment to Schrock Construction for \$49,491.83 will be included in next month's bills, leaving the remaining balance due at \$50,609.68. We are still waiting on a quote for the new door at Shiphewana.

- The west door at Topeka was reported not working, with keys getting stuck in lock. The locksmith indicated that the crash bar needed replaced, with a \$3,700 quote for the repair. It was noted that the east door is sufficient to use as an entry, and the west door is still operable as an exit. Anna noted that with possible expansion/remodeling at Topeka in the near future, it would be reasonable to wait on the replacement of the west door. **Sam made a motion to delay any action on the door replacement at Topeka. Rita seconded. Motion approved by unanimous vote of the board with no further discussion.**

**Hiring Committee Report:** it was noted that only two application have been received to date for the director’s position and that the job posting will be taken down at the end of September.

**Personnel Committee Report:** Nothing to report.

**Facilities Committee Report:** No revised quote has yet been received from the window cleaning company. Rita will follow up again.

**Policy & Procedures Committee Report:** The committee has met and made adjustments to some sections of the employee handbook. They will present to the board for review when all sections have been completed.

**Correspondence to the Board:** None.

**Old Business:** None.

**New Business:**

- An executive session of the board was held. (summary attached). The board has recommended a pay increase for the interim director. The increase will be retro-active to August 31.
- Personnel reviews were mentioned. It was decided to wait until the new director is hired to start the reviews.
- Jerry suggested a purchase of software to detail the breakdown of library circulation, specifically by genre. Anna mentioned that the State Library has a possible free version. She will investigate options.
- It was mentioned that the day and time of and time of board meetings should be revisited at the next meeting.

**At 6:02 p.m. Sam 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 Thursday, October 16 at 5:30 p.m. at the LaGrange Main Library.

*Minutes written and submitted by Debra Gulley, Recording Secretary*

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Jody Blake: \_\_\_\_\_

Dan Hobbs: \_\_\_\_\_

Rita Lehner: \_\_\_\_\_

Maranda Randol: \_\_\_\_\_

Sam Plew: \_\_\_\_\_

Gloria Sherwood: \_\_\_\_\_

Jerry White: \_\_\_\_\_