

LaGrange County Public Library Board Meeting
Thursday, October 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, Sam Plew, Maranda Randol, Gloria Sherwood.

Board members absent: Jerry White

Others present: Anna Mendoza, Deb Gulley

Board President Jody Blake called the regular meeting of the Library Board to order at 5:35 p.m.

Jody called for a review of the September minutes. **Sam made a motion to approve the minutes of the September meeting as written. Dan 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. **Rita made a motion to approve the Treasurer's Report. Sam seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

Anna noted that the Treasurer has stated that she is willing to attend a board meeting/s if the members would like to ask any questions. After short discussion, it was agreed that the treasurer should attend a meeting quarterly.

Reports and Claims: Anna presented reports and claims. Claims included checks 30972 and 31015 through 31069 written out of the Operating account, check 1205 through 1210 written out of the Gift account, and check 1054 written from the Grant account for total disbursements of \$166,195.18. **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:

- Anna reported that all budget documents had been uploaded to Gateway. The library will be notified of the exact amount to be received in the near future.
- Shipshewana update: Quote for replacing siding damaged by termites is \$17,655.88. Quote for replacing the main door is \$18,279.00. Quote for new railing is \$4,719.00. Anna noted that there are funds in the Rainy-Day fund and the Operating fund in this year's budget to cover all three projects. **Sam made a motion to accept the quotes and approve the work to be completed. Dan seconded. Motion approved by unanimous voice vote of the board with no further discussion.**
- The staff training held at the Peabody Library in Columbia City, IN, was a success. Twelve employees attended the sessions.
- Anna heard from Westview Interim Superintendent Randy Zimmerly that after discussion with the Prairie Heights Superintendent, it was their view that the upcoming vacancy on the board should be filled by someone from the Westview district, and that there is an educator from Westview that is interested in the position. That individual will be contacting Anna to begin the process.
- Anna reported that she has received so many employee requests for time off at Christmas that it will be impossible to keep the buildings staffed. She suggested closing the library and branches December 24 through December 27, and in turn, remaining open on December 31 instead of closing as planned. **Sam made a motion to approved that schedule for the holidays. Gloria seconded. After discussion, the vote was 4 in favor, 2 opposed to the motion. Motion carried.**

- The holiday staff luncheon is being planned for Friday, December 5 or December 12. Anna will check with Linder's to see which date is available.
- Annual employee bonuses were discussed. Anna proposed graduated bonuses based on workload. They would range from \$150 to \$600. A preliminary total would total approximately \$13,000. Following discussion, **Gloria made a motion to accept the bonus plan as presented. Maranda seconded. Motion approved by unanimous vote of the board with no further discussion.**

Hiring Committee Report: It was reported that three applications were received for the Director's position. Two of the applicants have no library administrative experience. The committee will compile a job description for the board to review. The document will be emailed to the board, and they will have 3 days to review and to suggest changes. The committee will then set up interviews. All board members will be welcome to attend. An offer will then be presented to the selected applicant.

Personnel Committee Report: Nothing to report.

Facilities Committee Report: No contact has been received from the window cleaning service. Rita will follow up with this service one final time.

Policy & Procedures Committee Report: None.

Correspondence to the Board: None.

Old Business: None.

New Business: The day and time of monthly board meetings was discussed. It was agreed that the monthly meetings be moved to the third Wednesday of each month at 5:30 at the Community Room of the main Library. All were in agreement.

At 6:31 p.m. Rita made a motion to adjourn the meeting. Maranda seconded. Motion approved by unanimous voice vote of the board with no further discussion.

The next meeting of the board will be held Wednesday, November 19 at 5:30 p.m. at the LaGrange Main Library.

Minutes written and submitted by Debra Gulley, Recording Secretary

Jody Blake: _____

Dan Hobbs: _____

Rita Lehner: _____

Maranda Randol: _____

Sam Plew: _____

Gloria Sherwood: _____

Jerry White: _____