

LaGrange County Public Library Board Meeting  
Thursday, December 29, 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: Anna Mendoza, Deb Gulley

**Board President Jody Blake called the regular meeting of the Library Board to order at 5:31 p.m.**

Jody called for a review of the October minutes. **Rita made a motion to approve the minutes of the November 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). Anna reported that she will be meeting soon with the treasurer so that the January reports will have the total balanced accounts for 2025. Also, the treasurer will be attending the January board meeting to receive and questions. **Rita made a motion to approve the Treasurer's Report. 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 31143 through 31197 written out of the Operating account, and checks 1212-1214 written out of the Gift account, and check 1055 written out of the Grant account for total disbursements of \$127,052.60. **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:**

- The quote has been received from TrustTech for the annual extended warranty on the servers. The cost will be \$3,344.00. No vote was required for the acting-director to approve the contract since it is under \$5,000.00.
- The Board meeting and Library holiday schedule was presented. It was decided that the March and July board meetings will be held at the Topeka branch, and the June meeting will be held at the Shipshewana branch.
- The new library board appointment from the Prairie Heights/Westview districts has been announced as Shannon Chavis, who is currently the principal of Topeka Elementary School. Her term will begin in with the January board meeting.
- Anna reported that the bond payment of \$281,356.25 has been made.
- Anna expressed and thank you to the board of their on-going commitment to the Library and staff.
- The staffing and statistics reports were presented.
- There was a discussion held regarding snow removal at the main library, especially concerning the sidewalks. There is a contract in place with a snow removal service. and It was noted that he plows/clears walkways in the mornings after snow and any return through the day would accrue additional charges. Anna will discuss with him the concerns of the board.

**Hiring Committee Report:** The committee is still in the process of the decision of the new director. Jody reported that a decision should be made by February.

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

**Facilities Committee Report:**

- The windows have been cleaned at the main library. The company did not clean the windows of the old library section due to questionable caulking. Those windows need to be inspected to determine how to proceed.
- At Shipshewana, the door is currently being installed. The balance of the bookshelves will arrive soon, and the new exterior siding has been ordered. It was decided that as soon as the bookshelves are placed and filled, an open house will be scheduled, even if the siding is not complete.

**Policy & Procedures Committee Report:**

- Jody asked the board members to consider if they would like to have the current committee structure to remain going forward, or if they would prefer to dissolve those committees, and in the future form any new committees as needed. A decision will be made at the January meeting.
- Jody asked for the latest copy of the employee handbook to review and revise.

**Correspondence to the Board:** None.

**Old Business:** None.

**New Business:**

- It was suggested that when the windows in the old section of the library are being checked, the old doors there should also be addressed.
- The slate of officers for the new board year was discussed. Rita will accept Vice-President, but no one present felt qualified to serve as President. Hoping that Sam or Maranda will accept the position, the slate will be presented in January.
- Anna was asked to leave the meeting so that the board could further discuss the hiring of a director. The assistant director duties and the ability of the board to mandate that position was discussed. Dates of January 7, 13 and 14 were suggested to finalize the hiring decision.

**At 6:49 p.m. Rita made a motion to adjourn the meeting. Dan seconded. Motion approved by unanimous voice vote of the board with no further discussion.**

The next meeting of the board will be held Wednesday, January 21 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: \_\_\_\_\_