

LaGrange County Public Library Board Meeting
Wednesday, March 18, 2026
LaGrange County Public Library – Topeka Branch
Topeka Library Community Room
133 N. Main St., Topeka, IN 46571

Board members present: Jody Blake, Shannon Chavis, Daniel Hobbs, Sam Plew, Gloria Sherwood.

Board members absent: Rita Lehner, Maranda Randol,

Others present: Anna Mendoza, Deb Gulley

Treasurer Sarah Walker was planning to attend, but through Sam conveyed that she would only be available by phone, if needed.

Board President Dan Hobbs called the regular meeting of the Library Board to order at 5:04 p.m.

Dan called for a review of the February minutes. **Jody made a motion to approve the minutes of the February meeting as written. Gloria 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 had spoken to the Department of Local Government & Finance and that they require a Resolution allowing transfer of funds from Operating to Rainy Day Fund. Shannon read the proposed resolution to the board which would allow the transfer of \$200,000.00. The written resolution was passed for the Board to sign their approval. From the Funds report, Sam questioned that the Labor showed 70% and the Contracted showed 150% used as of February. Anna will investigate those numbers. Jody asked that in the future to have previous year's budget available on the report to compare current numbers. Jody also questions the Library Clerks wages. Anna will review that number. She has been re-organizing the status of some employees, so that number should level out. **Sam made a motion to approve the Treasurer's Report. Jody 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 31312 through 31375 written out of the Operating account, and checks 1220-1222 written out of the Gift account, for total disbursements of \$135,273.80. **Jody 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 the Serving Room cooling unit has been replaced.
- The installation of the new shelving at Shiphewana Branch has been completed. There is also a group currently using the Community Room there weekly. Jody questioned having an Open House at the branch to introduce the community to the improvements. The Facilities Committee would be in charge of planning that event.
- Anna noted that the Financial Report has been filed with the State Board of Accounts. The Employee Reports were in in January. The State Library Statistical Report is in progress. It should be done by next week and is due May 1.
- The Statistics Report was reviewed. A new category of Games & Puzzles has been added, as the library is now offering a large number of those items for check-out. Jody asked if the lines on the Statistics Report could be numbered. Anna agreed.
- Updates:
 - Dan needs to go to the bank with Sarah to complete a signature card.
 - Jody questioned if we still have a lockbox at the bank. It will be investigated. There was also discussion from Jody regarding a signature stamp. Ana reported that no signature stamp is used or available, that all checks must be personally signed.
 - The Director's office has been painted and updated.

Personnel Committee Report: (Dan, Jody, Sam) Nothing to report.

Facilities Committee Report: (Rita, Maranda, Shannon) Dan reported that Rita has been checking on windows in the original Carnegie Library section. There is a vendor from Elkhart that will be coming to give a free estimate of repair on those windows.

Policy & Procedures Committee Report: (Jody, Gloria, Dan) Jody would like the committee to meet. She would also like to re-submit the Board Bylaws to the State Library. She has found newer versions than the 2018 that was submitted recently.

Correspondence to the Board: None.

(At this time the board moved from the Community Room into the library to continue the meeting)

Old Business: Jody questioned Anna regarding hiring an Assistant Director. Anna is still considering the possibility but noted that it would only be a part-time position. Many of the duties of that position have been split among current employees.

New Business:

- It was noted that the date of the next board meeting is incorrect on tonight's agenda. **Jody made a motion to amend the agenda to read that the next meeting of the board will be held Wednesday, April 15, 2026 in the Community Room of the LaGrange Main Library. Gloria seconded. Motion approved by unanimous voice vote of the board with no further discussion.**
- Dan noticed that there were lights out over the circulation desk. Ann reported that the same type of lights were used at the circulation desk in LaGrange and that some were out. They are a very unusual and expensive bulb to replace, so Anna is getting a quote to replace those lights.
- It was also noticed that the cork flooring is splitting in the Topeka library. With the possibility of remodeling the Topeka branch in the near future, it was questioned whether replacing the flooring now would be cost effective.
- Dan noted that there is no color in the Topeka library and suggested banners, posters or other means of adding color to the room.
- Anna reported that she is researching security systems for all three library locations.
- Anna also reported that the Bookmobile has had some mechanical issues that have kept it off the road lately. Anna and Bookmobile Supervisor Burdette Norris will be meeting with a representative of a company that builds those vehicles next week. The circulation of the Bookmobile has grown to the point that a second vehicle might be discussed.

At 6:35 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 Wednesday, April 15 at 5:00 p.m. at the LaGrange Main Library.

Minutes written and submitted by Debra Gulley, Recording Secretary

Jody Blake: _____ Maranda Randol: _____

Shannon Chavis: _____ Sam Plew: _____

Dan Hobbs: _____ Gloria Sherwood: _____

Rita Lehner: _____