

LaGrange County Public Library Board Meeting
Thursday, November 18, 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 5:36 p.m.

Jody called for a review of the October minutes. **Maranda made a motion to approve the minutes of the October 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). All disbursements are as normal. As of the end of October, the budget stands at 82%, so in good standing. **Gloria made a motion to approve the Treasurer's Report. Maranda seconded. Motion approved by unanimous voice vote of the board with no further discussion.** After short discussion, it was agreed that the treasurer should attend the January 2026 meeting, and quarterly thereafter.

Reports and Claims: Anna presented reports and claims. Claims included checks 31070 through 31142 written out of the Operating account, and check 1211 written out of the Gift account for total disbursements of \$190,764.69. Checks 31096 and 31142, totaling \$29,881.57 paid to Schrock Commercial were drawn from the Rainy-Day fund. This completes payments for the Shipshewana construction to date. All that is left to be paid are the new repairs and replacements authorized by the board at the October meeting. **Maranda 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 addressed the updates to the Board bylaws. She will make the change setting the meeting time previously voted by the board to be the third Wednesday of each month. Under Article VII - Membership, Section 4, **Sam made a motion to change the wording to: "A vacancy may occur whenever a Board member misses more than 4 regular board meetings in a calendar year for any cause other than illness. The Board secretary shall notify the appointing authority of such vacancy so that a new Board member may be appointed (IC 36-12-2-20)" Dan seconded. Motion approved by unanimous voice vote of the board with no further discussion.**
- New schedule for Shipshewana Branch upgrades: Replacing of the railing and door are in progress. The new siding will not be available until January. Anna will try to get payment written from the 2025 Budget but will not present the check until the work is done in January 2026. A quote was received for the additional shelving needed, totaling \$12,143.73. That will supply what is needed now and leave extra for future needs. The purchase will fit in with the current year's budget and will totally complete the Shipshewana Branch project. **Sam made a motion to accept the quote and approve the purchase. Gloria seconded. Motion approved by unanimous voice vote of the board with no further discussion.**
- The 1782 Notice has been signed and emailed to the state, finalizing the 2026 budget process.
- The updated Salary Schedule Resolution was presented for 2026. **Sam made a motion to adopt the Resolution. Maranda seconded. Motion approved by unanimous vote of the board.**
- The staff Christmas Breakfast is scheduled for Friday, December 12 at 9:00 a.m. The breakfast will be held at the LaGrange Community Room and will be catered. All library locations will then open at noon.
- Compensation to Anna as interim director was previously approved retro to September 1 and has not yet been calculated or applied. In a prior executive session, the board agreed on the rate of \$80,000 per year. Sam made a motion to a lump sum payment of \$1961.52 to compensate for retroactive difference of salary since September

1, with compensation at the rate of \$80,000/year going forward while Anna acts as director. After hiring a new director, her salary will be reverted to the Assistant Director rate. Gloria seconded. **Motion approved by unanimous vote of the board with no further discussion.**

- The Circulation Report was presented. Special note was made of the T.U.B.S. Program numbers. The library is currently servicing 70 schools with that program, with 14,000 items in circulation. Also noted was that the Bookmobile is over 100 stops per month.

Hiring Committee Report: See New Business

Personnel Committee Report: Nothing to report.

Facilities Committee Report: A new window cleaning firm has been contacted and will clean the outside and inside windows of the Main Library for \$1200. The date of December 8 has been scheduled. No contract or future dates will be scheduled until completion and evaluation of the first cleaning.

Policy & Procedures Committee Report: None.

Correspondence to the Board: The PLAC report was signed by the board.

Old Business:

- Dan inquired about the status of the book vending machines. Sam reported that the program is very popular in the Lakeland Primary School and was appreciated by visiting professionals. Maranda revisited the suggestion of the library supplying the books for the Prairie Heights machine, currently supplied by the school's PTO. No action was taken.
- Multiple applications have been received for the board seat which will be open following Jerry's departure and will come from the Westview school district. The final appointment should be in December.

New Business:

- It was reported that 3 applications have been received for the Director's position. Jody asked Anna to step out for the board to review the hiring process. It was decided to arrange interviews with all 3 applicants.
- The Board members will review the contract with the previous director for possible changes.
- Anna was called back to the meeting, where she reported that the gift has been ordered for the departing board member, and will be presented at the December meeting.

At 7:12 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, December 18 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: _____