White Pigeon Township Library Board Meeting Minutes
November 24, 2025

Call to Order:
Board President Pam Shenk called the meeting to order at 5:42 p.m. Present were Board members Pam Shenk, Heidi Needham, Margaret Raul, Gloria Weinberg and Lynne Kasey. Library Director Perri Saunders and Assistant Director Lisa Hofmeister were also present. Trustee Jan McDowell was absent.

Approval of Agenda:
Margaret moved to approve the agenda. Gloria seconded the motion. The motion carried.

Election of Officers:
Library Board officers were elected for the next year. Lynne moved to elect the following officers: President – Pam Shenk , Vice-President – Heidi Needham, Treasurer – Gloria Weinberg, Secretary – Jan McDowell. Margaret seconded the motion. The motion carried.

Approval of September 2025 and October 2025 Meeting Minutes:
Margaret moved to approve the minutes from the last 2 meetings. Gloria seconded the motion. The motion carried.

Vote to approve pre-paid bills and bills to be paid:
Pam moved to approve the pre-paid bills and bills to be paid from September and October. Margaret seconded the motion. A roll call vote was taken. The motion carried unanimously.

Treasurer's Report:
CD #4 matured. The maturity date is February 2026.
We received a state grant stipend of $1800 to cover the cost of the ABOS conference that Seth attended.
Perri explained some higher numbers for this time of year in our expenses.
Margaret moved to accept the Treasurer's Report. Margaret seconded. The motion carried unanimously with a roll call vote.

Director's Report:
Perri pointed out that the Square service for receiving credit card payments has been used by patrons for very little cost to the library
Family Glow Night was very successful with 180 in attendance.

Old Business:

104 Project: Contracts have been signed with Michelle Morris for all except the pavilion plans. The plans for the pavilion are being reimagined. The asbestos clean-up will begin Monday, November 29.

Perri was happy to report that donations of $8000 have been given to defray costs of the 104 Project.

The charcuterie program was well attended with 27 people.

The audit report has been submitted to the state. The Board will receive the audit report in January of 2026.

The Friends of the Library raffle drawing will be Dec. 4 at 1p.m. Tickets are on sale now. The Used Book Sale in November raised about $95.00 to benefit the OVIE Project.

New Business:

Perri and Lisa are busy compiling the State Aid Report and the latest Strategic Plan.

A new bookkeeper, Audrey Salesberry, CPA and Amanda, have been hired. Implementation of new procedures and switching financial software to QuickBooks Online is happening.

A Director's meeting of 5 local library directors was held at WPTL for the sharing of trends, ideas, and issues.

The library will offer a gift-wrapping station for patrons to have a quiet, secret place to wrap gifts.

Plans are ongoing for the Winter Reading Program: **Reading Wonderland**. To be held January 12 – February 21, the programming will offer birdseed gingerbread house-making, crafts, games, and more. There will be reading for prizes, a "Hot Chocolate Fun Run", fun décor, and Mancino's pizza and ice cream. The staff work together to develop these wonderful community events.

Pam moved to provide $75 year-end bonuses to all staff and $50 gift cards to other helpers: Maddie, Dan, Clinton, and Anne. Heidi seconded the motion. A roll call vote passed unanimously.

Pam moved to approve the spending of $250.00 for a staff continuing education dinner. Gloria seconded the motion. The roll call vote was unanimous.

The Board is asked to read through **Policy VI. Patron Responsibilities** before the January meeting.

Adjournment 7 p.m.

Respectfully submitted,

Heidi S. Needham,

There is no meeting in December, but packets will be ready to pick up, and bills may be reviewed before Christmas.

The next Library Board meeting will be held Monday, January 26, 2026 in the Dorothy Lee Room of the Library.