

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes

Date: November 18th, 2025 in the Blocher Room

Present: Tim Brauch, Mackenzie Coulter-Kern, LeighAnne Fitzpatrick, Kathy Garber, Jeanna Hann, Kyle Leffel, Mike Leckrone, Eileen Sklar, Heather Winger, Andrea Zwiebel

Absent:

Other: Lilly Barton

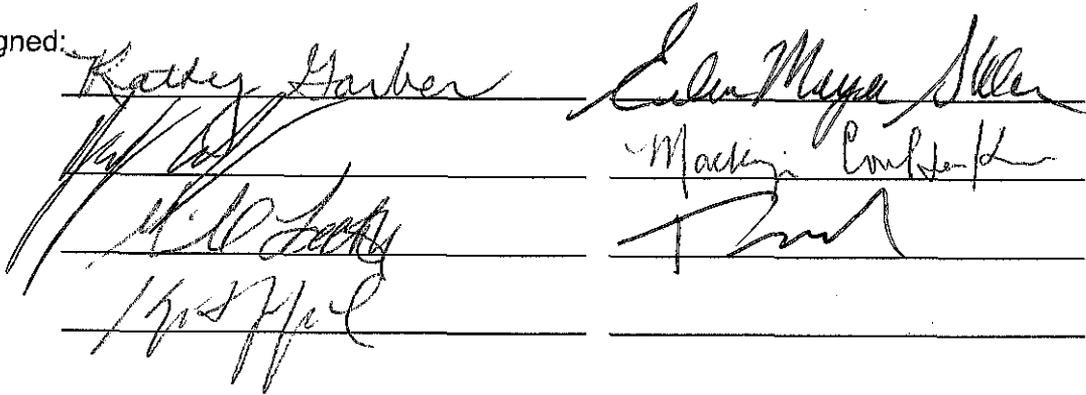
AGENDA

- I. Call to Order - Eileen called the meeting to order at 12:00pm. Welcome and introduction to Lilly Barton, NMPL's high school intern.
- II. Adoption of Agenda - Motion to accept by Kathy, seconded by Mackenzie. All in favor.
- III. Public Comment Period - None
- IV. Perusal and Approval of Reports
 - A. Minutes - Motion to approve Budget Meeting minutes from October. Motion to approve by Tim, seconded by Kyle. All in favor. Motion to approve Board Meeting minutes from October. Motion to approve by Tim, seconded by Kyle. All in favor.
 - B. Financials - Motion to approve by Tim, seconded by Mackenzie. All in favor.
- V. Director's (Staff) Report & Stats
 - A. Staff Reports: attached are the staff reports for this month. The Board toured the Quiet Room prior to the opening in December.
 - B. Review of Stats: the Board reviewed the stats for last month.
- VI. Old Business
 - A. Update on Indiana Legislation, Indiana State Library, Institute of Museum and Library Services, and Library of Congress - Eileen shared Indianapolis Library is suspending all hot spots due to budget cuts.
- VII. New Business
 - A. 2026 Board Meeting Schedule - Motion to approve by Heather, seconded by Kathy. All in favor.
 - B. Prep for Review of Policies at December Meeting - the Board discussed the current sick and vacation time policies. They asked the staff to create a proposal to review.
- VIII. Questions & Comments from the Board - None
- IX. Adjournment - Motion to adjourn by Kathy, seconded by Heather. All in favor. Meeting adjourned at 1:25 pm.

Next Board Meeting – Tuesday, December 16th, 2025 in the Blocher Room

Approved by the Board on Tuesday, December 16th, 2025 in the Blocher Room

Signed:

The image shows a series of horizontal lines representing a signature sheet. On the left side, there are four handwritten signatures: Kathy Garber, Heather Winger, Michael Leckrone, and Kyle Leffel. On the right side, there are three handwritten signatures: Eileen Meyer Sklar, Mackenzie Coulter-Kern, and Tim Brauch.

Mission Statement: The mission of the North Manchester Public Library is to provide materials, programs, and services necessary to meet the recreational and educational needs of the community in a comfortable and easily accessible facility, which is a community center of activity and information.

Library Board Terms:

<u>Board Trustees</u>	<u>Appointing Entity</u>	<u>Term Start</u>	<u>Term End</u>	<u>Officers</u>
Eileen Meyer Sklar	County Commissioners	7/1/2024	6/30/2028	President
Kathy Garber	Town Council	7/1/2024	6/30/2028	Vice President
Heather Winger	School Board	12/31/2023	12/31/2027	Secretary
Michael Leckrone	Town Council	7/1/2025	6/30/2029	Treasurer
Tim Brauch	County Council	7/1/2022	6/30/2026	Asst. Treasurer
Kyle Leffel	School Board	7/1/2025	6/30/2029	
Mackenzie Coulter-Kern	School Board	7/18/2024	6/30/2026	

NORTH MANCHESTER PUBLIC LIBRARY BOARD OF TRUSTEES

Director & Staff Reports

Director's Report, Andrea Zwiebel

General Updates

- **HUGE NEWS:** We are one of the libraries receiving a \$10,000 gift from the Carnegie Corporation! Even though we are no longer located in the original Carnegie building we are still eligible for the gift. Carnegie Libraries across America will each receive a \$10,000 gift as part of Carnegie Libraries 250, a special initiative by Carnegie Corporation of New York to commemorate the 250th anniversary of the signing of the Declaration of Independence.
- The Community Foundation of Wabash County asked me to serve on the 2026 Program Committee. The main functions of the Program Committee are to review Good Deeds grant applications twice per year, review applications for fiscal sponsorships, and review and recommend the unrestricted grantmaking budget. NMPL would still be eligible to apply for grants.
- I continue to regularly attend programs hosted at NMPL. I attended Homeschool Art to speak about my Scandinavian heritage and came to the first ever Cozy Craft Cinema. I will host a program in December and January!
- I attended the quarterly meeting of the Northeast Indiana Director Roundtable via Zoom on November 7. It's nice to speak with other directors and hear what's new at their libraries.
- We would like to officially celebrate the completion of the 2026 budget! WOOHOO!

Buildings and Grounds

- Did you notice the beautiful chairs in the lobby? We reupholstered four chairs with money from the ALA Grant. Our chairs were in horrible condition and this funding came at just the right time!
- We removed the tree just outside the Indiana Room. It was flagged during the annual building walk through because it was growing too close to the foundation.
- The new benches and trash cans arrived! They look so sleek. Thanks to Kris Hand for handling installation. Sarah and I put our funds together from T Mobile and North Manchester Redevelopment Commission to save on shipping costs and create a cohesive design. We decided to swap three of our benches for picnic tables! There is lots of outdoor seating available 24/7!
- Conversations continue regarding our HVAC contract. We will do a full review at the December meeting.
- The Fishers Public Library offered used furniture on the Library ListServ. We were able to get 10 wood chairs that match ours, 16 computer chairs, and 15 book carts! I am happy to report that all of the computer chairs in the Adult Lab are matching now! This is a BIG win for me! Thanks to Kent Coble and friends that made the delivery for us!

- We announced the re-opening of the Indiana Room as the new Quiet Room! This is a big change for the library and the staff was very thoughtful about the transition. Here's the announcement on [Facebook](#). "A Fresh Look for the Indiana Room: Welcome to the Quiet Room! The Indiana Room at North Manchester Public Library has long been a dedicated space for local history and genealogy, housing newspapers, yearbooks, family histories, and other materials relating to our community and state. Traditionally, Indiana Rooms are designed for research and preservation rather than casual use - but in 2024, the room was used just 45 times, and only 76 items circulated. Additionally, community feedback showed that what people really needed was a quiet, comfortable space for study, work, reading, and relaxation - for patrons who benefit from a calm, low-stimulation environment and for our sensory diverse patrons. It became clear we could merge the two concepts: research room and quiet room.

After a careful review of usage stats and community input, the Indiana Room is transitioning into the Quiet Room. The Quiet Room will be a lounge-like space designed for focus. Patrons of all ages will enjoy cozy lighting, comfy seating, adult fidgets, a weighted blanket, white noise machine, noise-canceling headphones, book collections typical of an Indiana Room, and ample table space. The rules are simple: the space must remain quiet & calm. Persons must be quiet and headphones are required for any device sounds.

What happened to the collection? The good news is much of it is still in the library! Every item was handled with care by three librarians, a professional archivist, and our Friends of the Library. Every effort was made to ensure the materials found the perfect home.

So where did the items go? To one of five places!

- In the Quiet Room - Some collections will remain in the room, such as the local newspapers dating back to the 1800s, yearbooks, directories, locally relevant magazines, cemetery records, and family histories.
- Adult Department Collections - Many favorite Indiana authors were moved into the fiction and nonfiction collections and are fully searchable in the catalog.
- NMPL Archives - Library history items, photographs, records, and important documents were moved into climate-controlled storage for long-term preservation.
- Museums & Other Libraries - Many materials were shared with the Roann Paw Paw Township Public Library, North Manchester Center for History, and Wabash County Museum for their collections
- Friends of the Library – Duplicate items were donated to FOL for their book sales.

We invite the community to see the transformation for themselves! Join us for a Quiet Room Open House on December 9th from 5pm to 7pm, with the Quiet Room officially opening to the public on Wednesday, December 10th. The hours of the room will be Monday through Thursday from 9:30am to 7:30pm and from 9:30am to 4:30pm on Fridays and Saturdays.

We are excited to welcome you back into the room with a fresh, new energy!"

Personnel

- We offered a new opportunity to our clerks that regularly work less than 20 hours per week. They were given the chance to apply for our substitute custodian position. We will be hiring this position in November to replace our current substitute that plans to retire. Julie Mobley will train the clerk in the new position.
- This month our staff members are attending training for their professional development!
 - Sarah Morbitzer is presenting at the annual Indiana Library Foundation conference in Indianapolis.
 - Jeanna Hann and Cody Goble are attending a virtual conference called "Back in Circulation: A Conference for Managers and Staff in Access & Circulation Services."
 - James Griffey is attending "Introduction to Native American Research. Presented by Sarah Pfundstein, Genealogy Librarian at Indiana State Library. Learn about basic methodologies of Native American research and sources in the Indiana State Library and other venues."
- We are trying something new for our holiday party this year. We rented lanes at The Bowling Alley in Warsaw to have a little fun together!

Technology

- Friends of the Library granted money to purchase two wall charging stations. One is located in the Adult Department near Puzzles and Games. The other is in the Children's Department near the window seat. The charging stations include the charging cords which is something our patrons are frequently needing. Thanks to Jeanna for presenting this idea!
- One of our staff laptops is broken, so we are using one of our spares. In 2027, we will need to look at purchasing a few computers.

Friends of the Library

- Friends of the Library completed the \$30 for 30 Years fundraiser with just over \$1,000 in donations.
- The Fall Book Sale generated \$2,385.69! It's a great event to put books in the hands of our community.
- They mailed their annual campaign letter to an expanded list and offered an option to pay online! Fingers crossed for a successful campaign.

Bookkeeper's Report. LeighAnne Fitzpatrick

WM Imaging - The board liked the idea of adding a second printer for staff use only. We confirmed the contract. We will have 2 machines for the same average monthly cost. 2025 average price \$434.52. New contract price \$430.93.

Adult Department & Social Media, Jeanna Hann

ADULT DEPARTMENT:

- The new website is officially launched! HOORAY! Our new site is hosted through the Indiana State Government, which means it meets (and exceeds!) the latest ADA accessibility standards. You'll notice a black accessibility bar at the top of every page where visitors can easily adjust language, text size, and more - ensuring everyone can access our resources with ease. The [In.gov](#) team has been great to work with, and while we had a few bugs present at launch, the whole process was very smooth! And of course - this new website is free for us, which is great news!
- As Andrea shared above, we are nearing the end of our Indiana Room makeover! We have officially announced it as the Quiet Room on our social media pages AND set an Open House date! Join us on December 9th from 5pm to 7pm. From our Open House event posting: *"We're excited to invite the community to celebrate the grand debut of our brand-new Quiet Room - a peaceful, cozy space designed for focus, relaxation, studying, reading, and calm creativity. Stop by during our Open House to explore this refreshed room, learn about its new features, and see how the Indiana Room collection has been thoughtfully preserved and re-homed. Library staff will be on hand to answer questions and share more about the community feedback and planning that shaped this transformation."* All community feedback so far has been positive!

SOCIAL MEDIA & MARKETING:

- Busy, busy, busy! I'm primarily focusing on Santa's Workshop, featuring the crafters who are donating to the event, the activities we had planned, and sharing photos from previous years.
- We've had lots of good news to share this month on socials - new benches and tables outside, a seed library donation, the Carnegie Grant - and our patrons are loving it!

PROGRAMS:

- My new program, Cozy Craft Cinema, received fantastic feedback! We didn't have a huge turn out, but the patrons LOVED the program and multiple people told me that they want to come to the next one. I plan on holding this program during the winter months!

Children's Department, Sarah Morbitzer

- I represented the library at a Rotary meeting this month. I had a wonderful time talking about NMPL and all we do to meet the recreational and educational needs of our community. I highlighted 6 areas that have been major focuses for us: Literacy, Health

& Nutrition, Physical Activity, Sensory Needs & Accessibility, Education, and Quality of Life. We had some wonderful feedback from the Rotarians:

- "I don't think there is any doubt that our town has a premier library and this presentation really underscored that."
- Rotarian #1: "I just can't imagine any other libraries are doing everything you all are doing. We have a wonderful library!" Rotarian #2: "They aren't! I've worked in Fort Wayne, Warsaw. None of them can match our library!"
- "I knew a lot about the library but you all are doing things I wasn't even aware of. Thank you!"
- "A friend took in some kids during a family emergency and it was not going well. I went to the library and checked out one of the science kits. Problem solved! The kids weren't crying and sad and upset. They were smiling and having fun. It absolutely solved the problem!"
- We won! For the second time, we have received the Children's Book Project Grant from the Pilcrow Foundation
<https://thepilcrowfoundation.org/childrens-book-project-grant-awards>. This will be a wonderful opportunity for us to expand our picture book and nonfiction titles. We are going to leverage \$400 of the funds donated in memory of Jeremy Marburger into \$1,200 worth of books for the children's department. As we face some budget shrinkage due to changes to property taxes, a resource like this is invaluable to ensure we continue to provide high quality children's books to our patrons.
- I received 20 free piggy banks for use in library programming after filling out the *Personal Finance Programming and Information Services Survey: Library Workers' Training and Professional Development Priorities* survey. I'm excited to plan a financial program for kids early next year!

Circulation Report, Cody Goble

Collection Development

- We established our accounts with Ingram, and both departments have commenced ordering. This is due to the closure of Baker & Taylor.
- I ordered 140 materials since the last report:
 - 60 books from Ingram.
 - 35 videos from Midwest Tape.
 - 40 books & 5 videos from Amazon.
- National Geographic announced it will no longer sell its magazine through distributors. So we will need to purchase National Geographic and National Geographic Kids subscriptions directly from them.

Cataloging

- Since my last report, I cataloged 213 materials:

- 152 New items
- 36 magazines
- 7 games & puzzles
- 18 replacement items

Interlibrary Loan

- Since the last report, I submitted 31 requests, and 30 items have been delivered & processed.

Miscellaneous

- Along with the director and other managers, I participated in discussions and layout planning of the future Quiet Room.
- On November 13th and 14th, I will be attending an online conference hosted by University of Wisconsin-Madison.

Programming, Molly Magnus

- **Sweet Treat Wednesday** was another hit! I walked through how to make Almond Pastry Puff from the cookbook, "5 Simple Ingredients" by Jamie Oliver. Each recipe is highlighting our cookbook section in the library. It's become more popular now that patrons know the book I'm getting the recipes out of are available for check-out.
- **Sarah led the first ever Babytime: Baby led weaning** the last Thursday in October, making Autumn Oatmeal. Toddlers were able to cut the apples (with the fantastic wedge knives), prepare the oatmeal and stir in their fixings. Then everyone's favorite part: Eating! A lot of parents were so grateful for this class and we will be hosting a baby led weaning "cooking" class once a month. We were able to host this great program thanks to the T-Mobile Grant in purchasing the Charlie Cart.
- I hosted another round of **Coloring Cafe** for the month of October. It's a super easy, RELAXED program that is a great filler for the programming calendar.
- I am working closely with Karen Troxel with the Tippecanoe Audubon Society in developing the **Bird Migration program**. This is directly related to the Flight Path Star Grant we won a few months back. The program will be held on November 18th @ 6:00 PM.
- **I covered Headstart Storytime** for Sarah this month and it was a blast! We read a pumpkin book, played parachute games, sang songs, and made a pumpkin craft. I love the outreach opportunities we have and the connections we were able to make within the community!