

Linwood Community Library Board Meeting: May 23rd, 2023

Call to Order

Board Members present: Robert Firth, Stacey Schmitt, Melanie Morris, Sheldon Wheaton, Lea Chrisman

Staff Members present: Dalton Torneden

The meeting was called to order at: 7:04 P.M. by Melanie Morris

Consent Agenda *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

Minutes of last month's meeting: April 25, 2023 Minutes were Reviewed by the Board.

Treasurer's Report:

General Fund Checking: As of 04.28.2023 was \$337,241.99.

The GF Checking Fund has not been proven to QuickBooks.

Capital Improvement Fund: As of 04.28.2023 was \$151,661.61

The CIF Checking account has not been proven to QuickBooks.

Petty Cash: Counted by Jayne on 05.23.2023.

She stated the balance is \$114.30.

Communications: There were (0) communications received and reviewed by the Board.

Approval: Bob moved to approve the Consent Agenda. Stacey seconded. Motion carried 5/0.

Director's Report

reported on key events, circulation and program updates.

- Financial reports:
- Statistical report:
- Programming and Collections Report

Old Business

- **Blackstone Bill:** Dalton and Joyce looked into outstanding Blackstone bills and have prepared a check for final payment for the board's approval.
- **Building Insurance:** Board reviewed (2) quotes – American Family and State Farm. Bob motioned that it was the consensus of the Board to allow the Building and Equipment Committee to have executive authority to review and accept all insurance quotes for 100% replacement cost of building and its contents. Stacey seconded the motion. Motion carried 5/0.
- **Health Insurance:** No determination was made. More research to be completed for the next Board Meeting.

Committee Reports

Building & Equipment: Painting Contractor completed work for existing contract.

Finance: No meeting held. Discussion was held to schedule a meeting with Brian Nyp for assistance with the preparation of the Budget.

Personnel & Policy: Interview scheduled for 05.26.2023 for Director Candidate.

Action Items:

New Business

- **Bills For Payment:** Bob motioned to approve bills for payment as presented. Stacey seconded. Motion carried 5/0.
- **Drone Video Idea:** Dalton presented to the Board an idea for drone video to be used for promoting the library.
- **Meraki Network Purchase:** Stacey made the motion to proceed with the purchase of the Meraki Network in the amount of \$3,254.50. Bob seconded. Motion carried 5/0.
- **Cleaning Bids:** The Board reviewed (3) cleaning bids. Stacey made the motion to use Wheat State Cleaning with weekly service at \$150.00. Bob seconded. Motion carried 5/0.
- **PTO Policy Changes:** Bob made the motion to approve the PTO Policy changes. Stacey seconded. Motion carried 5/0.

Approval:

Public Comments

None

Executive Session:

Enter: Stacey made the motion to enter executive session for 15 minutes to discuss Board matters at 9:37 PM, Bob seconded. Motion carried 5/0.

Exit: Bob made the motion to exit the executive session at 9:47 PM. Stacey seconded. Motion carried 5/0.

Bob made the motion to approve a \$2.00 per hour raise for Amy Rosewicz effective 05.22.2023. Stacey seconded. Motion carried 5/0.

Adjournment

Approval: Bob moved to adjourn at 9:48 P.M. Stacey seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, June 27th, 2023 at 7:00P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Lisa Turney; Chair (03/2026)
Melanie Morris; Vice-Chair (03/2027)
Robert Firth; Treasurer (03/2025)
Stacey Schmitt; Vice-Treasurer (03/2024)
Lea Chrisman; Secretary (03/2026)
Sheldon Wheaton (03/2027)
Open Position (03/2025)

Linwood Community Library Staff

Open Position; Director
Dalton Torneden, Interim Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Teresa Reetz, Adult Programing/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz ; Programming Assistant

Linwood Community Library Board Committees (04/2023)

Building & Equipment: Melanie Morris Robert Firth
Personnel & Policy: Stacey Schmitt Sheldon Wheaton Lisa Turney
Finance: Lea Chrisman Stacey Schmitt Robert Firth

Lisa Turney, Chairperson Date:

Lea Chrisman, Secretary Date: