

Linwood Community Library Board Meeting: December 26, 2023

Call to Order

Board Members present: Lisa Turney, Robert Firth, Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Ronald Smith

Guests: Stephen Reetz

The meeting was called to order at: 7:01 P.M. by Lisa Turney

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: November 28, 2023 Minutes were reviewed by the Board. Request for correction to minutes – change (1) addition to “Genealogy Room”.

Treasurer's Report:

General Fund Checking: As of 11.30.2023 Account Balance was \$293,675.32.

The GF Checking has not been proven to QuickBooks.

Capital Improvement Fund: As of 11.30.2023 Account Balance was \$185,179.21.

The CIF Checking has not been proven to QuickBooks.

Petty Cash Fund: Counted by Amy on 12.22.2023.

She stated the balance was \$76.80.

Approval: Sheldon moved to approve the Consent Agenda. Ron seconded. Motion carried 6/0.

Communications: There were no communications received and reviewed by the Board.

Public Comments

Teresa Reetz spoke about non agenda items: Personal time used to prep for Book Club, Holiday Pay for employees who are not scheduled to work on the day of the week that the holiday lands on, Library Staffing ratio of Director and Assistant Director to other staff members.

Director's Report

Reported on key events, circulation and program updates.

PTO Payout Proposal, Policy Revisions, Sunflower's e-Library Consortium Agreement and NEXT Search Catalogue, Vice-Treasurer Appointment, Monthly Meeting Organization, Newsletter, GAAP Waiver, Rippling Direct Deposit,

- Financial reports: Reviewed by the Board.
- Statistical report: Reviewed by the Board.

Old Business

- **PTO Payout Proposal (2022)** – Ron moved to approve 2022 Unused PTO as presented. Lea Seconded. Motion carried 6/0.
- **Challenged Materials Revision** – Ron moved to approve the proposed changes to policy presented. Bob seconded. Motion carried 6/0.
- **Comp Time Policy Revision** – Lisa moved to approve the proposed changes to the policy adding additional wording as follows: “For exempt employees (i.e. the

Director), the Board may approve, by a majority vote, on a case-by-case basis compensatory time if the Director is asked to work additional hours outside of the scheduled time.

Bob seconded. Motion carried 6/0.

- **Sunflower eLibrary Consortium Agreement (revised)** – Gabby presented an updated form to the Board. Board has already approved in October.
- **Vice-Treasurer Appointee** – Lea nominated Melissia Sitka for the position of Vice-Treasurer. Mel accepted. Ron seconded. Motion carried 6/0.
- **Monthly Meeting Organization** – Discussion regarding Virtual Meetings, suggestions on how to make the meeting move quicker, and timeline for Board Packets.
- **Fire District/Newsletter Update** – After discussion, it was agreed to produce one last paper issue to be send out as a bulk mailing. In the mailing will be notice to such, with instructions on how patrons can continue to receive the newsletter if so desired.
- **Emergency Contacts & Conflict of Interest Statement** – Gabby reminded Board Members who still need to complete these forms and turn in.
- **Revised Appendix G (History and Genealogy Room for Policy Manual** – After discussion, Ron moved to approve the changes to Appendix G as presented. Mel seconded it. Motion carried 6/0.

Committee Reports

Building & Equipment: Seeking bids for Parking Lot Maintenance (4x year) plus additional gravel when needed.

Finance: Met w/ CPA to discuss Xero and Rippling Payroll Migration, Staff Member PTO Payout, Newsletter Budget. Committee to discuss 2024 Staff Wages.

Personnel & Policy: Held Year End / 60 Day Review for Director. Working on Policy Reviews for January Meeting.

Action Items:

New Business

- **Bills for Payment** Bob moved to approve bill for payment as presented. Sheldon seconded. Motion carried 6/0.
- **2023 GAAP Waiver** Bob moved to approve GAAP Waiver as presented. Ron seconded. Motion carried 6/0.
- **NEXT Search Catalog Automation Service Participation Agreement** Lisa moved to approve the NEXT Search Automation Service Participation Agreement with cost at \$3,300.00. Ron seconded. Motion carried 6/0.
- **Rippling Payroll and Direct Deposit** Lea moved to approve Direct Deposit for Rippling with first payroll run funded with Bank Wire, second and ongoing payroll runs funded by ACH auto debit. Lisa seconded. Motion carried 6/0.
- **Policy Manual Table of Contents Update** After discussion, Gabby will reevaluate and bring back to the board.
- **Discussion regarding an organization issue** After much discussion and debate, Sheldon stated, "In consideration of the aforementioned issues, a motion is being made to apply the following actions and directives immediately in order to redress these issues and prevent repeat occurrences. 1) Eliminate the position of

assistant director, effective immediately. The current job description for assistant director shall be deleted and not reused without approval by the board of trustees majority vote. 2) Effectively immediately, for all new library positions or position changes: job description, qualifications, and pay range shall be subject to board of trustee review and approval by majority vote, prior to proceeding with library policy defined steps for hiring". Ron seconded. Motion carried 4/2.

Executive Session

Lea made a motion to enter Executive Session at 10:30 P.M. to discuss Personnel Matters with Open Session to begin at 10:45 P.M. Lisa seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 10:45 P.M. Lisa seconded. Motion carried 6/0.

Lea made a motion to enter Executive Session (Board Members Only) at 10:46 P.M. to discuss Personnel Matters with Open Session to begin at 11:15 P.M. Sheldon seconded. Motion carried 6/0.

Lea made a motion enter Open Session at 11:15 P.M. Bob seconded. Motion carried 6/0.

Ron moved to approve 2024 salary increases as follows: Hourly employees as presented. Director's increase of \$2,000 with Performance Improvement Plan to be reviewed after 60 calendar days (February 24, 2023) for potential positive salary adjustment. Mel seconded. Motion carried 6/0.

Adjournment

Approval: Lea moved to adjourn the meeting at 11:45 P.M. Bob seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be **Tuesday, January 23, 2024 at 7:00 P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Linwood Community Library Staff

Lisa Turney; Chair	(03/2026)	Gabby Miller; Director
Sheldon Wheaton; Vice-Chair	(03/2027)	Dalton Torneden, Assistant Director
Robert Firth; Treasurer	(03/2025)	Jayne Hopkins; Youth Services
Melissia Smitka; Vice-Treasurer	(03/2025)	; Teen and Marketing
Lea Chrisman; Secretary	(03/2026)	Teresa Reetz, Adult Programing/Collection
Ronald Smith	(03/2024)	Joyce Elder, Bookkeeper



Open Position (03/2025) Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Robert Firth	Ron Smith
Personnel & Policy:	Melissia Smitka	Sheldon Wheaton	Lisa Turney
Finance:	Lea Chrisman	Robert Firth	

Officer and Committee appointments updated December 26, 2023

Library Staff updated September 22, 2023

 1-29-24
Melissia Smitka, Chairperson Date:
 1-29-24

Lea Chrisman, Secretary Date: