

Linwood Community Library Special Board Meeting: January 2, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Ronald Smith, Melissia Smitka

Staff Members present: Gabrielle Miller

Guests: None

The meeting was called to order by Melissia Smitka at 5:00 P.M.

Agenda

- **Library Services Specialist Job Description** Gabby Present the Board with a draft of the job description and the job posting. During discussion the following changes were addressed: Hours 20-29, Requirements to be "Accredited Associates Degree or 2 years Library Employment Experience".
- **Staff Shortages** Gabby discussed that she feels that the current staffing is in a crisis state and feels the urgency to hire staff members. The Board encouraged finding the best employees. Gabby will be forwarding all applications for the open positions to the Board. Mel inquired about who was handling the social media account (Facebook) and asked Gabby to address the updating of the website with Board Member and Staff changes.
- **Board Member Application** Board has received (1) application, but the paperwork was not in hand for the meeting.

Adjournment

Approval: Ron moved to adjourn the meeting at 6:02 P.M. Sheldon seconded. Motion carried 4/0.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissia Smitka, Chair	(03/2025)
Ronald Smith, Vice-Chair	(03/2024)
Sheldon Wheaton; Treasurer	(03/2027)
Lea Chrisman; Vice-Treas/Secretary	(03/2026)
Open Position	(03/2025)
Open Position	(03/2026)
Open Position	(03/2027)

Linwood Community Library Staff

Gabby Miller, Director
Jayne Hopkins; Youth Services
; Teen and Marketing
Teresa Reetz, Adult Programing/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees


Building & Equipment: Sheldon Wheaton Ron Smith

Personnel & Policy: Melissia Smitka Sheldon Wheaton

Finance: Lea Chrisman

Officer and Committee appointments updated December 27, 2023

Library Staff updated January 2, 2024

 3-4-24

Melissia Smitka, Chairperson

Date:



02.27.2024

Lea Chrisman, Secretary

Date: