

Linwood Community Library Board Meeting: January 23, 2024

Call to Order

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

Staff Present: Gabby Miller

**Guests: Kathy Reno, Brian Nyp, Lynn Shoemaker, Kathy Hastings
From NEKLS – Mike McDonald and Robin Hood**

The meeting was called to order at: 7:09 P.M. by Melissia Smitka

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

Treasurer's Report:

General Fund Checking: As of 12.29.2023 Account Balance was \$259,668.81.

The GF Checking has been proven to QuickBooks noting no difference.

Capital Improvement Fund: As of 12.29.2023 Account Balance was \$185,760.37.

The CIF Checking has been proven to QuickBooks noting no difference.

Petty Cash Fund: Counted by Gabby on 01.15.2024 She stated the balance was \$19.60 – Cash payment was made to Linwood Lions Club for pecans purchased by patron via credit card

Communications for the Board: No communications for the Board

Director's Report

Statistical Report

Approval: Being there were no objections, the consent agenda was approved.

Financial Report: Presented by Brian Nyp

Public Comments: None

Old Business

- **Policy Manual Table of Contents Update** After discussion, Board agreed to table.
- **ALA membership** – Gabby recommended that Linwood Community Library not to renew membership with ALA but to become a member of the Association for Rural & Small Libraries.

Committee Reports

Building & Equipment: Seeking bids for Parking Lot Maintenance (4x year) plus additional gravel when needed. Plan to review bids to date at next committee meeting.

Finance: None

Personnel & Policy: None

Action Items:

New Business

- **Board Member Application:** Ron move to nominate Kathy Reno for vacant trustee position. Sheldon seconded. Kathy accepted the nomination. Motion carried 4/0. Chair assigned Kathy to fill the position vacated by Lisa Turney expiring 03/2026.
- **Bills for Payment** Ron moved to approve bill for payment as presented. Lea seconded. Motion carried 5/0.
- **NEKLS Information:** Mike McDonald, at the request of Gabby, gave a presentation to the Board on the 2022 Value of the Community Library Report. He also spoke about the roles of the Director and the Trustee.
- **Vacant Positions:** Gabby has received (3) applications to date for the (2) Library Services Specialist.
- **Rippling Payroll Periods and Earning PTO:** Gabby requested that the pay period be adjusted so that payroll would be totally automated. She did not want to have to adjust the pay periods to match current pay periods.
- **Gravel Bids:** The Building and Equipment Committee wanted to review before presenting to the Board.
- **2024 Goals/Ideas:** Refer to Director's Report.

Executive Session

Ron made a motion to enter Executive Session at 10:04 P.M. to discuss Personnel Matters with Gabby, Open Session to begin at 10:14 P.M. Sheldon seconded. Motion carried 5/0.

Ron made a motion to enter Open Session at 10:14 P.M. Sheldon seconded. Motion carried 5/0.

Board took Restroom Break.

Ron made a motion to enter Executive Session (Board Members Only) at 10:23 P.M. to discuss Personnel Matters with Open Session to begin at 11:03 P.M. Sheldon seconded. Motion carried 5/0.

Ron made a motion enter Open Session at 11:03 P.M. Lea seconded. Motion carried 5/0.

Adjournment

Approval: Lea moved to adjourn the meeting at 11:05 P.M. Ron seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, February 27, 2024 at 7:00 P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissa Smitka: Chair (03/2025)
Ronald Smith; Vice-Chair (03/2024)
Sheldon Wheaton; Treasurer (03/2027)
Lea Chrisman: Vice-Treasurer/Sec (03/2026)
Kathy Reno (03/2026)
Open Position (03/2025)
Open Position (03/2027)

Linwood Community Library Staff


Gabby Miller; Director
Jayne Hopkins; Youth Services
Open Position; Teen and Marketing
Teresa Reetz; Adult Programming/Collection
Amy Rosewicz; Programming Assistant
Open Position: Bookkeeper

Linwood Community Library Board Committees

Building & Equipment: Sheldon Wheaton Ron Smith
Personnel & Policy: Melissia Smitka Sheldon Wheaton Kathy Reno
Finance: Lea Chrisman

Officer and Committee appointments updated January 23, 2024

Library Staff updated December 26, 2023

 3-4-24

Melissia Smitka, Chairperson Date:

 02 27. 2024

Lea Chrisman, Secretary Date: