# Linwood Community Library Board Special Meeting Minutes: April 1, 2024

# Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Kathy Reno, Chris Mensch, Aly Evans

Staff Present: Dennis Shelton

**Guests: None** 

The meeting was called to order at: 6:37 P.M. by Melissia Smitka

#### Agenda

PTO Policy Update

#### Action Items:

Sheldon made a motion approve the Agenda with the addition of "Budget Seminar". Chris seconded. Motion carried 6/0.

### **New Business**

PTO (Paid Time Off) Policy: The following edits were discussed and mutually agreed upon to the policy presented: add "regularly" after "are" and before "scheduled" and added "an average of" after "work" and before "20" in line #1. Added "director" in line #3 for approval of PTO in "Eligibility" Section. Changed decimals from .019231 to .0193 and .038462 to .0386 for implantation into Rippling Payroll Software in "Accrual Rate" Section. Added "immediate supervisor" to line #1 in "Exceptions" Section.

Chris moved to approve the PTO (Paid Time Off) Policy with outlined edits. Aly seconded. Motion carried 6/0.

**Budgeting Seminar:** Sheldon moved to approve Dennis' expenses (cost of workshop, mileage and lunch) to attend the Municipal Services 2024 Budget Workshop on May 16 in Topeka KS. Chris seconded. Motion carried 6/0.

# **Executive Session**

Lea made a motion to enter Executive Session at 7:15 P.M. to discuss Security, with Open Session to resume at 7:25 P.M. Chris seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 7:25 P.M. Sheldon seconded. Motion carried 6/0.

#### Action Item:

Sheldon moved to approve Wirenuts LLC Estimate #3614 to add (1) additional camera and the installation in the amount of \$571.49. Kathy seconded. Motion carried 6/0.

# **Adjournment**

Approval: Aly moved to adjourn the meeting at 7:27 P.M. Sheldon seconded. Motion carried 6/0.

## **Next Meeting**

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

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board		Linwood Community Library Staff
Melissia Smitka; Chair	(03/2025)	Vacant; Director
Aly Evans; Vice-Chair	(03/2028)	Jayne Hopkins; Youth Services
Sheldon Wheaton; Treasurer	(03/2027)	Teresa Reetz: Adult Programming/Collection
Lea Chrisman: Secretary	(03/2026)	Amy Rosewicz; Programming Assistant
Kathy Reno	(03/2026)	Nicole Oeschlaeger; Library Services Specialist
Chris Mensch	(03/2025)	Susie Henneke; Library Services Specialist
Open Position	(03/2027)	Dennis Shelton; Library Services Specialist- Acting Administrator
		Tracy Tygart: Bookkeeper

# **Linwood Community Library Board Committees**

Building & Equipment: Sheldon Wheaton Lea Chrisman

Personnel & Policy: Melissia Smitka Kathy Reno Chris Mensch

Finance: Lea Chrisman Sheldon Wheaton

Officer and Committee appointments updated March 26, 2024

Library Staff updated January 31, 2024

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Date: