

Linwood Community Library Board of Trustees Meeting: May 28, 2024

Call to Order:

Board members present: Melissia Smitka, Kathy Reno, Chris Mensch, Aly Evans, Sheldon Wheaton
Staff present: Dennis Shelton, Tracy Tygart

Guests: none

7:02pm - The meeting was called to order by Melissia Smitka

Consent Agenda: *All matters on the consent agenda are considered and enacted with a single motion, with the exception of any items agreed upon to be removed from the consent agenda.*

Previous Meeting Minutes

Treasurer's Report:

General Fund (GF) checking: account balance as of 04-30-2024 was \$355,900.20. The GF Checking account has been reconciled in Xero through 04-30-2024 with consideration for outstanding payments and receipts.

Capitol Improvement Fund (CIF) checking: account balance as of 04-30-2024 was \$185,760.37. The CIF checking account has been reconciled in Xero through 04-30-2024 noting no difference.

Petty Cash: Counted by Dennis Shelton on 05-24-2024. He stated the balance was \$119.11.

Communications for the board: Communications for the board was removed from the consent agenda and moved to "New Business" for detailed discussion

Director's Report

Statistical Report

Chris made a motion to accept the consent agenda (with Communications removed), Aly seconded, and the vote was unanimous.

Financial Report: attached to agenda

Public Comments: None

Old Business:

Parking Lot: Bids were narrowed to Bennett and Slavin. Slavin has not yet responded with revised quote to address request for reduced re-bar spacing. Chris Mensch made a motion to award the contract to Bennett, Sheldon seconded, and the vote was unanimous.

Policy Update: Melissia discussed the Personnel & Policy Committee's proposed changes to pages 6 through 22 of the policy manual. Melissia made a motion to approve with minor change to page 22, Chris seconded, and the vote was unanimous.

Committee Reports:

Building & Equipment: no new discussion (Parking lot discussed in old business)

Financial:

Personnel & Policy: Committee will provide (printer malfunction on this date) draft revisions for page 23 through 52 of the policy manual, to be available at library desk on next day, for review.

New Business:

Bills for Payment: Sheldon moved to approve, Chris seconded, and the vote was unanimous.

Funeral considerations for Ron Smith:

- service to be held on June 15 in Community Building

- board members should notify Dennis if interested in attending service
- City of Linwood asked about library contribution to help with cost of service.
- Sheldon made a motion to approve up to \$300 contribution by the library to help City of Linwood with service expenses, Chris seconded, and the vote was unanimous.

Budget: Dennis discussed several issues regarding the proposed budget.

Director Job Description: discussed proposed changes to be reviewed at the next monthly board meeting.

Personnel: Dennis discussed addition of one associate, with job description, qualifications, and pay matching the previously defined position of Library Services Specialist. Since there was no change to these three defining characteristics, the consensus was that no board approval would be required.

Communications for the Board: discussion regarding information posted by Eudora Library regarding previous Linwood Community Library employee. Discussed that we will provide only dates of employment for any previous employee upon request. No such request has been made regarding the current situation. Consensus was reached that no action was needed, except that Melissia was to communicate this information to the sender of a related inquiry.

Adjournment:

9:05pm – Sheldon made a motion to adjourn, Chris seconded, and the vote was unanimous.

Submitted by: Sheldon Wheaton; Board Treasurer

Linwood Community Library Board

Melissia Smitka: Chair (03/2025)
 Aly Evans; Vice-Chair (03/2028)
 Sheldon Wheaton; Treasurer (03/2027)
 Lea Chrisman: Secretary (03/2026)
 Kathy Reno (03/2026)
 Chris Mensch (03/2025)
 Administrator
 Open Position (03/2027)

Linwood Community Library Staff

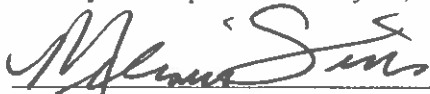
Vacant; Director
 Jayne Hopkins; Youth Services
 Teresa Reetz; Adult Programming/Collection
 Amy Rosewicz; Programming Assistant
 Susie Henneke; Library Services Specialist
 Dennis Shelton; Library Services Specialist-Acting
 Tracy Tygart: Bookkeeper

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



 Melissia Smitka, Chairperson 6.25.24
 Date



 Lea Chrisman, Secretary 6.25.24
 Date