

Linwood Community Library Board Meeting Minutes: June 25, 2024

Call to Order

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

Staff Present: Dennis Shelton and Tracy Tygart

Guests: None

The meeting was called to order at: 7:07 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 05.31.2024 Account Balance was \$355,219.28.

The GF Checking has been reconciled to Xero noting no difference.

Capital Improvement Fund: As of 05.31.2024 Account Balance was \$188,810.79.

The CIF Checking has been reconciled to Xero noting no difference.

Petty Cash Fund: Counted by Dennis on 06.21.2024. He stated the balance was \$59.59.

Communications for the Board: No communications for the Board

Statistical Report

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

Chris moved to approve the Consent Agenda. Lea seconded. Motion carried 6/0.

Financial Report

Public Comments: None

Action Items:

Old Business

- **Policy Update:** Tabled pages 21-50 to next meeting.
- **Personnel:** To date, the Library has received (2) applications for the open Library Services Specialist posted.

Committee Reports

Building & Equipment: Inspected some areas on the building that may need paint and caulk in the near future.

Finance: Working on 2025 Budget with Dennis.

Personnel & Policy: Ongoing Policy Revisions

New Business

- **Bills for Payment:** Lea moved to approve bill for payment as presented. Chris seconded. Motion carried 6/0.
- **Budget:** Dennis presented the 2025 Budget to the Board. Sheldon made a motion to give conceptual approval for the 2025 Budget as present by Dennis. Chris seconded. Motion carried 6/0.
- **Capital Improvement Fund:** The Board discussed future plans for the Capital Improvement Fund. Ideas presented were Multi-Purpose Room for Library programming use, and meeting rooms for patron use.

- **Director's Job** Discussion was held regarding wages, benefits and qualifications, prefer college degree from an accredited program. The consensus was to post the job description that was used for the previous Director search.
- **Director's Pay** Discussion was held regarding wages, hourly or salary, and range. Mel made a motion to post the Director's position ASAP, to include health benefits, hourly wage from \$20-\$22 depending on qualifications, and retirement plan. Ally seconded. Motion carried 6/0.
- **Printer** Dennis updated to Board on the issues that the staff is having with current printer. A tech was at the Library today and helped resolve the issues. The Board determined that terminating the current contract with Xerox was not financially responsible.
- **Trees/Landscaping** Dennis had contacted a botanist to come look at the Linden tree that was planted in the past. The botanist believes that the tree will not survive much longer. He suggested that the current location was not ideal because the surrounding landscaping was completing with the tree.

Adjournment

Approval: Lea moved to adjourn the meeting at 9:08 P.M. Aly seconded. Motion carried 6/0.

Next Meeting

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

Submitted by: Lea Chrisman; Board Secretary

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)
Open Position	(03/2027)

Linwood Community Library Staff

Vacant; Director

Jayne Hopkins; Youth Services

Teresa Reetz: Adult Programming/Collection

Amy Rosewicz; Programming Assistant

Nicole Oeschlaeger; Library Services Specialist

Susie Henneke; Library Services Specialist

Dennis Shelton; Library Services Specialist-
Acting Administrator

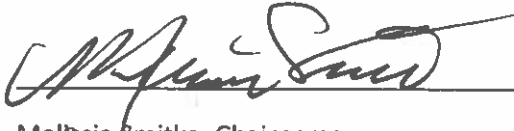
Tracy Tygart: Bookkeeper

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

 7.23.24

Meltsia Smitka, Chairperson

Date:

 07.23.24

Lea Chrisman, Secretary

Date: