

# Linwood Community Library Board Meeting Minutes: July 23, 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:** 7:05 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 06.28.2024 Account Balance was \$420,876.78.

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

**Capital Improvement Fund:** As of 06.28.2024 Account Balance was \$189,366.98.

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

**Petty Cash Fund:** Counted by Dennis on 07.19.2024. He stated the balance was \$82.65.

**Communications for the Board:** No communications for the Board

### **Statistical Report**

**Approval:** Being there were no objections, the consent agenda was approved with the corrected version of the Treasurer's Report dated June 25, 2024

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

### **Financial Report**

**Public Comments:** None

**Action Items:**

## Old Business

- **Policy Update:** Board discussed several policy revisions.
- **Capital Improvement:** Discussion was held regarding ideas for expansion. The Board was in agreement to proceed with looking into the cost of expanding the original footprint to make room for an area to accommodate for space to have programs and meetings.

## Committee Reports

**Building & Equipment:** Building Expansion

**Finance:** None

**Personnel & Policy:** Ongoing Policy Revisions

## New Business

- **Bills for Payment:** Chris moved to approve bills for payment as presented. Sheldon seconded. Motion carried 6/0.
- **Holidays:** Dennis presented a schedule for additional holidays for the library staff. Approval for additional holidays, tabled to next month. Mel moved that all part-time employees received 6 hours and full-time employees receive 8 hours holiday pay effective immediately. Chris seconded. Motion carried 6/0 .

- **Programming:** Concern was mentioned regarding low attendance at some of the programs provided by the Library.
- **Weekend Schedule:** Dennis updated the Board the weekend staffing schedule.

**Adjournment**

**Approval:** Chris moved to adjourn the meeting at 8:48 P.M. Aly seconded. Motion carried 6/0.

**Next Meeting**

The next regular Board meeting will be **Tuesday, August 27, 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)	Clara Knipp, Library Service Specialist
		Dennis Shelton; Library Services Specialist- Acting Administrator
		Tracy Tygart: Bookkeeper

**Linwood Community Library Board Committees**

<b>Building &amp; Equipment:</b>	Sheldon Wheaton	Lea Chrisman
<b>Personnel &amp; Policy:</b>	Melissia Smitka	Kathy Reno                      Chris Mensch
<b>Finance:</b>	Lea Chrisman	Sheldon Wheaton

*Officer and Committee appointments updated March 26, 2024*

*Library Staff updated July 29, 2024*

*Melissia Smitka*                      *08/27/2024*

Melissia Smitka, Chairperson

Date:

*Lea Chrisman*

*08/27/2024*

Lea Chrisman, Secretary

Date: