

Linwood Community Library Board Meeting Minutes: August 27, 2024

Call to Order

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

Staff Present: Dennis Shelton

Guests: None

The meeting was called to order at: 7:02 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 07.31.2024 Account Balance was \$388,491.19.

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

Capital Improvement Fund: As of 07.31.2024 Account Balance was \$190,022.81.

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

Petty Cash Fund: Counted by Dennis on 08.26.2024. He stated the balance was \$40.11

Communications for the Board: No communications for the Board

Statistical Report

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

Sheldon moved to approve the Consent Agenda. Lea seconded. Motion carried 5/0

Financial Report

Public Comments: None

Action Items:

Old Business

- **Policy Update:** Mel asked that each Board Member review all changes to Board Policies for acceptance as a whole document at next month's meeting.
- **Capital Improvement:** Dennis met with the architect that Chris had contacted. Dennis presented a document from the City of Linwood regarding the future potential use of the Old Linwood Elementary building.
- **Holiday Schedule Changes:** After much discussion, Aly moved to designate the following dates as holidays with employees being compensated: New Year's Day, Martin Luther Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day adding that when the Holiday falls on a Sunday, the observed holiday will be the next regular business day. Mel seconded. Motion carries 4/1.

Committee Reports

Building & Equipment: Sheldon spoke with Mike McDonald, NEKLS for advice on moving forward with idea of expanding the library's footprint. Dennis updated the Board on the status of the parking lot concrete project.

Finance: None

Personnel & Policy: Ongoing Policy Revisions

New Business

- **Bills for Payment:** Lea moved to approve bills for payment as presented. Ally seconded. Motion carried 5/0.

Adjournment

Approval: Lea moved to adjourn the meeting at 8:43 P.M. Sheldon seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be **Tuesday, September 24, 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
Clara Knipp, Library Service 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 July 29, 2024

 9-24-2024
Melissia Smitka, Chairperson Date:

Lea R. Christ
Lea Chrisman, Secretary

09.24.2024

Date: