

**Linwood Community Library Board Meeting Minutes:
November 26, 2024**

Call to Order

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

Staff Present: Dennis Shelton, Tracy Tygart

Guests: None

The meeting was called to order at: 7:00 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 10.31.2024 Account Balance was \$351,401.84.

The GF Checking has been reconciled thru 11.01.2024 to Xero noting no difference.

Capital Improvement Fund: As of 10.31.2024 Account Balance was \$191,760.01.

The CIF Checking has been reconciled thru 11.01.2024 to Xero noting no difference.

Petty Cash Fund: Counted by Amy Rosewicz on 11.25.2024.

She stated the balance was \$70.95.

Communications for the Board: No communications for the Board

Director's Report

Statistical Report

Financial Report

Approval: Chris moved to approve the Consent Agenda, Aly seconded.

Motion carried 6/0.

Public Comments: None

Old Business

- **Policy Manual Table of Contents Update** After discussion, Board agreed to table.

Committee Reports

Building & Equipment: None

Finance: Discussed Employee Raised to determine if they were within the Budget

Personnel & Policy: None

Action Items:

New Business

- **Bills for Payment:** Chris moved to approve payment of bill as presented. Sheldon seconded. Motion carried 6/0.
- **Year End Transfer of Funds from General Fund to Capital Improvement Fund:** Chris moved to approve the transfer of \$28,000.00 from the General Fund to the Capital Improvement Fund. Aly seconded. Motion carried 6/0.

Executive Session

Sheldon moved to enter Executive Session at 7:30 P.M. to discuss Personnel Matters with Dennis, Open Session to begin at 7:50 P.M. Chris seconded. Motion carried 6/0.

Sheldon moved to enter Executive Session (Board Members Only) at 7:53 P.M. to discuss Personnel Matters with Open Session to begin at 8:10 P.M. Lea seconded. Motion carried 6/0.

Lea moved to enter Executive Session at 8:12 PM to continue discussion of Personnel Matter with Open Session to begin at 8:22 P.M.

Personnel Items:

- **Employee Raises:** Chris moved to approve employees raises with the hourly rates effective January 1, 2025 as follows:
 - Tracy Tygart - \$ 21.50
 - Clara Knipp - \$16.92
 - Susie Henneke - \$16.92
 - Jayne Hopkins – 17.48
 - Teresa Reetz – 18.48
 - Amy Rosewicz - \$16.47
 - Dennis Shelton - \$22.00
- **Vacant Director's Position:** Chris moved to fill the vacant position with Dennis Shelton with a 60-day evaluation. Aly seconded. Motion carried 5/1.
- **Year End Bonuses:** Lea moved to approve Year End Bonuses for Employees with the Library paying the FICA Taxes, checks to net \$200.00 with the Employee receiving the checks the week of December 16, 2024. Mel seconded. Motion carried 6/0.
- **Patron Appreciation Gifts:** Chris moved to present Arlene Prichard and Barbara Deaver with Gift Cards in the amount of \$200.00 for their volunteer services given to the Library. Aly Seconded. Motion carried 6/0.

Adjournment

Approval: Sheldon moved to adjourn the meeting at 8.41 P.M. Aly seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be **Monday, December 30 at 7:00 P.M.** (Scheduled due to Christmas and New Year's Holidays)

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

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

Linwood Community Library Staff

Dennis Shelton; Director
Jayne Hopkins; Youth Services
Teresa Reetz; Adult Programming/Collection
Amy Rosewicz; Library Services Specialist
Susie Henneke; Library Services Specialist
Clara Knipp; Library Services Specialist
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 November 26, 2024



Melissia Smitka, Chairperson

Date:

 12/30/24

Lea Chrisman, Secretary

Date:

