

## Linwood Community Library Board of Trustees Meeting: December 30, 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

7:00pm - The meeting was called to order by Melissia Smitka

**Secretary Resignation:** A letter of resignation was received from Lea Chrisman (secretary), resigning from the board of trustees and the secretary position. Sheldon made a motion to accept the resignation, Melissia seconded, and the vote was 5 in favor, zero opposed. Chris agreed to take minutes for the meeting, function as acting secretary. The appointment of a new secretary will take place at a later time.

**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 11-29-2024 was \$337,425.89. The GF Checking account has been reconciled in Xero through 12-03-2024 noting no difference.

**Capitol Improvement Fund (CIF) checking:** account balance as of 11-29-2024 was \$192,261.30. The CIF checking account has been reconciled in Xero through 12-03-2024 noting no difference.

**Petty Cash:** Counted by Dennis Shelton on 12-27-2024. He stated the balance was \$51.00.

**Communications for the board:** None

**Director's Report**

**Statistical Report**

Chris made a motion to accept the consent agenda, Aly seconded, and the vote was 5 in favor, zero opposed.

**Financial Report:** attached to agenda

**Public Comments:** None

**Old Business:** None

### **Committee Reports:**

**Building & Equipment:** no discussion

**Financial:** no discussion

**Personnel & Policy:** no discussion

### **New Business:**

**illuminated Sign:** Dennis explained that the lighting was still not functioning on the sign out by the road. Dennis and Sheldon will look at it prior to resorting to hiring a contractor.

**Bills for Payment:** Reviewed. Chris moved to approve, Aly seconded, and the vote was 5 in favor, zero opposed.

**Renewal of Rippling subscription:** Dennis discussed the price for Rippling renewal will be \$1861.44. After brief discussion, Sheldon made a motion to approve the payment, Chris seconded, and the vote was 5 in favor, zero opposed.

**Credit Card Limits:** The board discussed increasing Dennis's credit card limit from \$2500 to \$3500 and reducing Teresa's limit from \$3500 to \$2500. Chris made a motion to approve as proposed, Aly seconded, and the vote was 5 in favor, zero opposed.

**Signature Card:** With Lea's departure, Chris agreed to be added to the bank signature card for check signatures and related banking actions.

**Payments from Leavenworth County:** Dennis explained that the Leavenworth County Treasurer has indicated they can provide our funding via automatic deposit rather than mailed checks. Board members agreed this would be good and did not necessitate a vote to proceed.

**Adjournment:**

7:28pm – Aly made a motion to adjourn, Kathy seconded, and the vote was 5 in favor, zero opposed.

Submitted by: Chris Mensch; Acting Secretary

**Linwood Community Library  
Board of Trustee members (expiration date)**

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

**Linwood Community Library Staff**

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

**Linwood Community Library Board Committees**

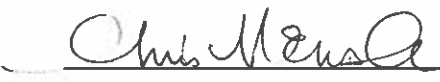
Building & Equipment: Sheldon Wheaton  
Personnel & Policy: Melissia Smitka Kathy Reno Chris Mensch  
Finance: Sheldon Wheaton

Officer and Committee appointments updated December 30, 2024

Library Staff updated December 30, 2024

  
Melissia Smitka, Chairperson

1/28/2025  
Date

  
Chris Mensch, Acting Secretary

Jan 28, 2025  
Date