

Linwood Community Library Board of Trustees
Meeting Minutes: January 28, 2025

Board members present: Melissa Smitka, Kathy Reno, Chris Mensch, Aly Evans, Sheldon Wheaton

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 7:00pm - The meeting was called to order by Melissa Smitka

Addition to Agenda: Discussion regarding Annual Meeting to be held on March 4 at 7:30pm, and the required posting in a local newspaper. Dennis is looking at options on the publishing of the notice.

Correction to minutes: Clarification to indicate that Lea Chrisman resigned from the board of trustees, in addition to the position of Secretary. Also note to remove Lea from board group email, which has been accomplished.

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 12-31-2024 was \$283,942.20. The GF checking account has been reconciled in Xero through 01-03-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 12-31-2024 was \$220,877.91. The CIF Checking account has been reconciled in Xero through 01-03-2025 noting no difference.

Petty Cash: counted by Dennis Shelton on 01-22-2025. He stated the balance was \$20.42.

Communications for the board: None

Director's Report

Statistical Report

Chris made a motion to accept the consent agenda as corrected, Aly seconded, and the vote was unanimous in favor.

Financial Report: attached to agenda

Public Comments: None

Old Business: None

Committee Reports:

Building & Equipment: no discussion

Financial: A discrepancy of \$11.38 on the General Fund checking account appeared during conversion from Quickbooks to Xero, and it was not considered cost effective to expend further effort to determine the cause.

Personnel & Policy: no discussion

New Business:

Accreditation - Annual Board Member Training: NEKLS accreditation standards indicate continuing education requirements for board members, and the requirement to document and

submit training statistics. Training options discussed included on-line training (NEKLS et.al.), Trustee training at NEKLS office in Lawrence (summer), independent review of "Kansas Public Library Trustee Manual", and other options.

Computer replacements: Technology plan includes rotating replacement of computers. Last year 2 computers had hard drives replaced with solid state drives to add some usable life. Cost to replace 4 computers is \$1912.90 with monitors, or \$1374.90 w/o new monitors (reference sales order from DHE Computer Systems LLC). Consensus was to go with the lower figure (no monitors), which is within the director's purchase approval limit.

Bills for Payment: Motion to approve was made by Sheldon, seconded by Chris. The vote was unanimous in favor.

Appointment of Secretary: Chris Mensch agreed to assume the role of Secretary.

Policy Manual review: Continuation of ongoing review of proposed changes to pages 38 through 51. Discussed removal of most appendices – some have been incorporated as content in the body of the policy manual. Forms will be referenced by their actual form name (rather than appendix number) in the policy manual.

Adjournment:

9:00pm – Chris made a motion to adjourn, Kathy seconded, and the vote was unanimous in favor.

Submitted by: Chris Mensch; Secretary

Linwood Community Library Board of Trustees members (expiration date)

Melissia Smitka, Chairperson (03/2025)
Aly Evans, Vice-Chair (03/2028)
Sheldon Wheaton, Treasurer (03/2027)
Kathy Reno (03/2026)
Chris Mensch, Secretary (03/2025)
Open Position (03/2026)
Open Position (03/2027)

Linwood Community Library Staff

Dennis Shelton, Director
Nicole Oelschlaeger, Library Services
Teresa Reetz, Collections
Amy Rosewicz, Library Services
Susie Henneke, Adult Programming
Clara Nipp, Youth Services
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 January 28, 2025
Library Staff updated January 28, 2025



Melissia Smitka, Chairperson

2-25-25

Date



Chris Mensch, Secretary

2-25-25

Date