

**Linwood Community Library Board of Trustees**  
**Meeting Minutes: February 25, 2025**

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

**Staff present:** Dennis Shelton

**Guests:** none

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

**Addition to Agenda:** Mileage Payments for staff

**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, Sheldon 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:** no discussion

**Personnel & Policy:** no discussion

**New Business:**

**Notice of Annual Meeting:** Dennis shared that the public notice of the upcoming Annual Meeting on March 4, 2025 at 7:30pm was published in the Tonganoxie Mirror.

**Mileage reimbursement:** Melissia discussed a desire to review and/or create new policies regarding mileage reimbursements. The matter was deferred to the next regular meeting.

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

**Executive Session to discuss Personnel Matter:**

At 7:45pm, Melissia made a motion to enter executive session to discuss a 60 day review of the director. Sheldon seconded the motion and the vote was unanimous in favor. The motion specified a return to open meeting at 8:00pm at the library. Only board members participated in the session.

**Director's Pay rate:**

After returning to open meeting, a motion was made by Sheldon and seconded by Chris, to increase the hourly pay for the Director (Dennis Shelton) from \$22 to \$25 per hour, effective Feb 26, 2025. The vote was unanimous in favor.

**Adjournment:**

8:09pm – Aly made a motion to adjourn, Melissia 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

The signatures below affirm that these minutes have been approved by the board of trustees.

 3-25-25  
 Melissia Smitka, Chairperson Date

 3-25-25  
 Chris Mensch, Secretary Date