

Linwood Community Library Board of Trustees
Meeting Minutes: May 27, 2025

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 6:35pm - The meeting was called to order by Melissia Smitka

Change to Agenda: A change to the agenda was suggested, to address the Bills for payment first. There were no objections.

Bills for Payment: Sheldon made a motion to approve, and Chris seconded. The vote was in favor.

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 04-30-2025 was \$369,972.57. The GF checking account has been reconciled in Xero through 05-01-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 04-30-2025 was \$223,124.97. The CIF Checking account has been reconciled in Xero through 05-01-2025 noting no difference.

Petty Cash: Petty cash was counted by Dennis Shelton on 05-02-2025. He stated the total on hand was \$70.85.

Communications for the board: None

Director's Report

Statistical Report

There was a brief discussion regarding the Fly-Fishing presentation by Bass Pro. Dennis shared that the event was well attended (all adults) and that two make-fly kits were raffled off. Sheldon made a motion to accept the consent agenda, Chris seconded, and the vote was in favor.

Financial Report: attached to agenda

Public Comments: None

Old Business:

- **Old Linwood School Building update:**

Linwood school building is now owned by the City of Linwood. Informal discussions heard have suggested that the city would like to consider having the library rent space in the old school building, but no formal communication to this effect has been received by the board.

- **Policy Manual rewrite:**

A special meeting will be held on Monday, June 16, at 6:30pm to consider final reviews of the Policy Manual changes.

- **RISE (Reading Information Space Entertainment) Core Principles:**

Dennis explained that in spite of our small service area, our library strategic plan should be based on 5 years.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

Insurance: Three policy quotes were reviewed. The financial committee reviewed with Dennis, and recommended the policy offered by Chubb, which was also the lowest bid. A motion was made by Mel and seconded by Chris, to proceed to secure the policy from Chub. The vote was in favor.

Credit Card Reports: The itemized reports presented for review were found to be as desired, with invoices, receipts, and spreadsheets.

Insurance for summer concerts: Will be provided by the City of Linwood.

Adjournment:

7:38pm – Chris made a motion to adjourn, Aly seconded, and the vote was in favor.

Submitted by: Chris Mensch; Secretary

Board of Trustees members (exp. date)

Melissia Smitka, Chairperson (03/2029)
Aly Evans, Vice-Chair (03/2028)
Sheldon Wheaton, Treasurer (03/2027)
Kathy Reno (03/2026)
Chris Mensch, Secretary (03/2029)
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	Aly Evans	


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.


Melissia Smitka, Chairperson

6-24-25
Date


Chris Mensch, Secretary

6-24-25
Date