

Linwood Community Library Board of Trustees
Meeting Minutes: June 24, 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: 6:31pm - The meeting was called to order by Melissia Smitka

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 05-30-2025 was \$452,327.66. The GF checking account has been reconciled in Xero through 06-02-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 05-30-2025 was \$223,689.81. The CIF Checking account has been reconciled in Xero through 06-02-2025 noting no difference.

Petty Cash: Petty cash was counted by Dennis Shelton on 06-02-2025. He stated the total on hand was \$102.20.

Communications for the board: None

Director's Report

Statistical Report

Financial Report

Chris made a motion to accept the consent agenda, Kathy seconded, and the vote was in favor.

Public Comments: None

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

Old Business:

- **Policy Manual rewrite:** Special meeting to be held on Monday, July 8, at 6:00pm to continue review of the proposed Policy Manual changes.
- **Potential Expansion of existing building:** Dennis stated that extending the existing building 20 feet to the south would add 1200 square feet based on 60 foot width of building.
- **Old Linwood School Building update:** Dennis will speak with Brian (Linwood Mayor) regarding possible tour of old school building by the library board of trustees, and also discuss possible availability of existing community building.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **2026 Budget:** Dennis will notify Leavenworth County Treasurer's Office of the library's Revenue Neutral intent before the Budget Hearing Open Meeting in August. Budget to be remanded to Leavenworth County Treasurer no later than Oct 1, 2025, for finalized budget.
- **Staffing:** Dennis explained that Amy Roscewicz will be assuming the responsibility of collections in the near future and will be assigned a credit card for that purpose.

Adjournment:

7:43pm – Sheldon made a motion to adjourn, Kathy seconded, and the vote was in favor.

Submitted by: Chris Mensch; Secretary

Board of Trustees members (exp. date) Linwood Community Library Staff

Melissia Smitka, Chairperson (03/2029)	Dennis Shelton, Director
Aly Evans, Vice-Chair (03/2028)	Nicole Oelschlaeger, Library Services
Sheldon Wheaton, Treasurer (03/2027)	Teresa Reetz, Collections
Kathy Reno (03/2026)	Amy Rosewicz, Library Services
Chris Mensch, Secretary (03/2029)	Susie Henneke, Adult Programming
Open Position (03/2026)	Clara Nipp, Youth Services
Open Position (03/2027)	Tracy Tygart, Bookkeeper

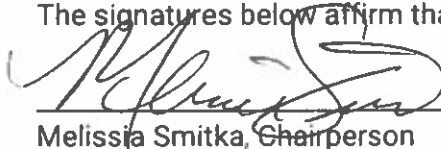
Linwood Community Library Board Committees

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.

 7.22.25

Melissia Smitka, Chairperson Date

 July 22, 2025

Chris Mensch, Secretary Date