

Linwood Community Library Board of Trustees
Meeting Minutes: July 22, 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: 6:33pm - 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 06-30-2025 was \$433,315.24. The GF checking account has been reconciled in Xero through 07-01-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 06-30-2025 was \$224,278.64. The CIF Checking account has been reconciled in Xero through 07-01-2025 noting no difference.

Petty Cash: Petty cash was counted by Dennis Shelton on 07-01-2025. He stated the total on hand was \$151.81.

Communications for the board: None

Director's Report

Statistical Report

Financial Report

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

Public Comments: None

Bills for Payment: Credit card statements are being detailed with spreadsheets for each card. These were reviewed by the Finance Committee and Board Chair with no issues identified. Sheldon made a motion to approve, and Chris seconded. The vote was in favor.

Old Business:

- **Policy Manual rewrite:** Review of proposed changes conducted at meeting on Monday, July 8 and to be continued during this session. Printed copies will be provided to board members for final review.
- **Old Linwood School Building update:** Tour of Linwood school building offered by City of Linwood on July 29.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **2026 Budget Hearing:** Notice will be published in Tonganoxie Mirror at least 10 days

prior to Budget Hearing meeting as required by Kansas law. Final budget submittal to Leavenworth County Treasurer must be made by Oct. 1, 2025. Budget Hearing meeting is scheduled for August 19, 2025 at 7:30pm.

- **Staffing:** Teresa Reetz will be resigning August 2, 2025. Dennis indicated that Amy Rosewicz is being assigned to the responsibility of "Collections" after Teresa's departure. In consideration of this assignment and other additional responsibilities for Amy, a 3% increase effective August 1, 2025 was discussed. Aly made a motion to approve the increase, Sheldon seconded, and the vote was in favor.
- **Policy Manual proposed changes:** Continued with review and discussion of final changes for pages 16-32.
- **Board member training:** Melissia discussed Self-Evaluation form from NEKLS, which will be provided for board members at next meeting. Board members required to receive continuing education for accreditation, but no specific quantity. Dennis will pursue more information from NEKLS.

Adjournment:

9:29pm – Kathy made a motion to adjourn, Sheldon 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

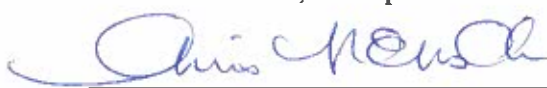
Building & Equipment:	Sheldon Wheaton		
Personnel & Policy:	Melissia Smitka	Kathy Reno	Chris Mensch
Finance:	Sheldon Wheaton	Aly Evans	

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.

 8.26.25
Melissia Smitka, Chairperson Date

 8.26.25
Chris Mensch, Secretary Date