

Linwood Community Library Board of Trustees
Meeting Minutes: August 26, 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: 6:40pm - 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, Aly 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. Aly made a motion to approve, and Sheldon seconded. The vote was in favor.

Old Business:

- **Policy Manual rewrite:** Last revised edition of the Policy Manual to be reviewed and presented as final draft for approval at September board meeting. All forms/review of appendix will be reviewed and voted for approval during September meeting. Forms proposed to be reviewed/revised during September board meeting.
- **Old Linwood School Building update:** All members of the board toured the Linwood Elementary School building as a possible alternative to the current library building. The board discussed issues and concerns regarding possible occupation of the old school building, as well as pros and cons of the current building vs. the old school building.

Committee Reports:

Building & Equipment: no discussion – Chris Mensch and Kathy Reno agreed to join this committee.

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **Mailbox on property:** The possibility of adding a mailbox on the property was discussed. Could be a large locking mailbox located on Linwood Road. Large packages would be delivered to the door. Chris will investigate prices of mailboxes. Dennis to investigate legalities and types.
- **Library Bank Account:** As indicated in audit, board approval of the choice of banking institution needs to be noted in meeting minutes. Current bank is First State Bank and Trust in Tonganoxie, and there were no objections to continuing with this selection. Sheldon made a motion to make the formal designation of this selection, Chris seconded, and the vote was in favor.

Adjournment:

7:55pm – Chris made a motion to adjourn, Kathy 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
Amy Rosewicz, Collections
Susie Henneke, Adult Programming
Clara Nipp, Youth Services
Tracy Tygart, Bookkeeper

Linwood Community Library Board Committees

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

Officer and Committee appointments updated August 26, 2025

Library Staff updated August 26, 2025

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

 9-23-25
Melissia Smitka, Chairperson Date

 9-23-2025
Chris Mensch, Secretary Date