

**Linwood Community Library Board of Trustees**  
**Meeting Minutes: October 28, 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 09-30-2025 was \$391,240.80. The GF checking account has been reconciled in Xero through 09-30-2025 noting no difference.

**Capitol Improvement Fund (CIF) Checking:** account balance as of 09-30-2025 was \$226,017.06. The CIF Checking account has been reconciled in Xero through 09-30-2025 noting no difference.

**Petty Cash:** Petty cash was counted by Nicole Oelschlaeger on 10-02-2025. She stated the total on hand was \$87.85.

**Communications for the board:** None

**Director's Report**

**Statistical Report**

**Financial Report**

Chris 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 were reviewed by the Finance Committee and Board Chair with no issues identified and recommended for approval by the board. Sheldon made a motion to approve and Aly seconded. The vote was in favor.

**Old Business:**

- **Policy Manual rewrite:** Consensus was reached to have forms not included in policy manual, but to be available in hard copy form at the reference desk, with the exception of the application for board of trustees position, which will also be placed on website.
- **Library Mailbox:** The post office has marked their desired location and Dennis will install the new mailbox.

**Committee Reports:**

**Building & Equipment:** second contractor will be contacted for review and quote on building expansion project.

**Financial:** no discussion

**Personnel & Policy:** no discussion

**New Business:**

- **Staff Privacy:** Names of staff will no longer be included in the board meeting minutes.

**Board meeting dates:** November meeting to be on the 25<sup>th</sup> per regular schedule. December meeting will be adjusted to be on December 29 to adjust for Christmas holiday.

**Adjournment:**

7:09pm – Chris 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


**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 September 23, 2025

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

  
Melissia Smitka, Chairperson

11-25-25  
Date

  
Chris Mensch, Secretary

11/25/25  
Date