

Linwood Community Library Board of Trustees
Meeting Minutes - December 29, 2025

Board members present: Melissa Smitka, Kathy Reno, Aly Evans, Sheldon Wheaton (Chris Mensch was not present)

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 6:36pm - The meeting was called to order by Melissa Smitka

Changes to the agenda:

Mel requested to move the New Business topic of “Cash Transfer to Capitol Improvement Account” to be discussed immediately after “Bills for Payment” to allow Tracy to be present and then depart early.

Sheldon requested to add “Pay increase documentation” as a New Business item.

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 11-28-2025 was \$366,888.27.

The GF checking account has been reconciled in Xero through 11-30-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 11-28-2025 was \$227,041.74. The CIF Checking account has been reconciled in Xero through 11-30-2025 noting no difference.

Petty Cash: Petty cash was counted by Nicole Oelschlaeger on 12-11-2025. She stated the total on hand was \$92.88. An amount of \$56 residing in a cash box in the director's office was combined with that for a total of \$148.88 cash on hand.

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 motion carried.

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, Aly seconded, and the motion carried.

New Business (resequenced): Cash transfer to Capitol Improvement Fund – State law allows transfer of up to 10% of collected tax amount to be transferred. This would be \$29k. We had originally budgeted to transfer \$21k. Dennis recommended a transfer of \$28k. Sheldon motioned to approve, Aly seconded, and the motion carried.

Old Business:

- **Building addition:** We currently have 2 estimates (RK Construction and Pal-Co Contracting). Chris was to attempt to get estimate from 3rd contractor (BH Build). Dennis indicated that we have secured a spot on the list with NEKLS to qualify for a \$3000 grant for use towards architect services.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **Neutrality Policy:** Discussed the question of whether this should be added to policy manual and agreed to carry the topic over to the January board meeting.
- **Pay Increase Documentation:** Sheldon recommended that an affidavit be completed and signed by the board chairperson to document the pay increases for staff and director approved at the November 25, 2025 board meeting. The document will be provided to the director to function as a permanent record.
- **Pest Control:** Cathy suggested a follow-up inspection for bed bugs in response to the finding of same during recent quarterly inspection, and to confirm effectiveness of treatment completed.

Adjournment:

7:52pm – Sheldon made a motion to adjourn, Aly seconded, and the motion carried.

Submitted by: Sheldon Wheaton

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.

 1-27-24
Melissia Smitka, Chairperson Date

 1-27-25
Chris Mensch, Secretary Date