

Linwood Community Library Board of Trustees
Meeting Minutes - November 25, 2025

Board members present: Melissia Smitka, Kathy Reno, Chris Mensch, Aly Evans, Sheldon Wheaton

Staff present: Dennis Shelton

Guests: none

Call to Order: 6:30pm - The meeting was called to order by Melissia Smitka

Changes to the agenda: Add executive sessions for 1.) Staff resignation (board and director), 2.) staff pay increase recommendations and bonuses (board and director), and 3.) Director pay increase and bonus (board only)

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 10-31-2025 was \$383,431.02. The GF checking account has been reconciled in Xero through 10-31-2025 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 10-31-2025 was \$226,560.31. The CIF Checking account has been reconciled in Xero through 10-30-2025 noting no difference.

Petty Cash: Petty cash was counted by Nicole Oelschlaeger on 11-06-2025. She stated the total on hand was \$77.15.

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 Chris seconded. The vote was in favor.

Old Business:

- **Building addition:** Pal-Co Contracting and Brad Hoobler both looked at the building and were asked to provide budgetary quotes. Dennis is coordinating with NEKLS to make arrangements for an architect to review the project and provide input and develop a technical description.
- **Policy Manual revision:** Sheldon made a motion to formally approve the complete revised policy manual dated October 28, 2025. Chris seconded the motion and the vote was in favor.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

Executive Sessions:

- **Staff resignation** – Sheldon made a motion to enter an executive session with the Director in attendance, for 10 minutes, to conclude at 7:03pm. Chris seconded and the vote was in favor.
- **Staff pay increases and bonuses** – Chris made a motion to enter an executive session with the Director in attendance, for 10 minutes, to conclude at 7:30pm. Aly seconded and the vote was in favor.

Pay Increases for staff: - Melissia made a motion to approve the staff pay increases discussed in the executive session, as well as \$200 bonuses for each staff member, with the withholding to be paid by the library. Chris seconded the motion and the vote was in favor.

Executive Sessions:

- **Director pay increase and bonus** - Sheldon made a motion to enter an executive session with only the board in attendance, for 5 minutes, to conclude at 8:00pm.

Pay Increases for Director: Melissia made a motion to approve the Director's pay increases discussed in the executive session, as well as \$200 bonuses for the Director, with the withholding to be paid by the library. Chris seconded the motion and the vote was in favor.

New Business:

- **Bonuses for volunteers:** The board discussed providing gift cards in the amount of \$200 to both the historian and the quilting group leader. Chris made a motion to approve, Aly seconded, and the vote was in favor.

Adjournment:

8:14pm – Aly made a motion to adjourn, Chris 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.

 12-31-25

Melissia Smitka, Chairperson Date



Chris Mensch, Secretary Date