

Linwood Community Library Board of Trustees
Meeting Minutes – January 27, 2026

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 6:37pm - 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 12-31-2025 was \$325,325.31. The GF checking account has been reconciled in Xero through 01-02-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 12-31-2025 was \$255,612.65. The CIF Checking account has been reconciled in Xero through 01-02-2026 noting no difference.

Petty Cash: Petty cash was counted by Nicole on 01-06-20256 She stated the total on hand was \$70.95.

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 motion carried.

Public Comments: None

Communications for the Board: Dennis shared a card from Arlene Pritchard, expressing thanks for a gift she was given for her contribution to the Linwood area history trivia contest at the Christmas party.

Bills for Payment: Credit card statements were reviewed by the Finance Committee with no issues identified and recommended for approval by the board. Sheldon made a motion to approve, Chris seconded, and the motion carried.

Old Business:

- **Building addition:** The building committee has met with architect firm B.G. Consultants (Clint Hibbs). Architect firms Sabatini Architects & Sapp Design have been contacted and arrangements are being made to visit with them at the library. Three budgetary construction estimates have been received from local area contractors.
- **Institutional Neutrality Policy:** The board discussed some draft wording for a possible addition to the policy manual regarding institutional neutrality. Board members are to review the draft wording and be ready to discuss at February meeting.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **KOMA Training:** Board members will plan to attend a video conference call for KOMA training provided by the Kansas Attorney General's office on February 19 at 5:30pm, at the library. NEKLS indicates that a quorum of the board (minimum 4 people) are expected to receive training by April 19, 2026 for accreditation requirements.
- **Technology Plan:** In accordance with the library's technology plan, 2 computers and monitors are to be replaced. A motion was made by Chris to approve an expenditure of up to \$2270 for this purpose, Aly seconded, and the motion carried.
- **In-service day & library closing:** Dennis indicated that the library would need to be closed on April 3, to allow the director and all four staff to attend a training event for county libraries, at the Leavenworth Public Library. Staff will be paid for 7 hours plus round-trip mileage to the event. Aly made a motion to approve, Chris seconded, and the motion carried.
- **Bookkeeper compensation:** The director and board discussed the desire to provide a minimum monthly pay for the bookkeeping position, in the form of a minimum quantity of hours of pay each month. Aly made a motion to apply a minimum of 16.3 paid hours per month for the bookkeeper position, Chris seconded, and the motion passed.
- **Snow removal & mowing:** Dennis indicated that snow removal is currently being done by Brandon Zarda, and that bids are being sought for comprehensive lawn care for the coming year.
- **Roadside sign:** The board discussed a desire for the roadside sign to be updated with current activities on a regular basis. It was noted that the sign has recently remained unchanged in excess of 3 weeks with only the yoga class being shown. The desire is to promote special activities over regular recurring activities. Dennis indicated that Ethan would be assigned with the task.
- **New hire for summer reading:** Dennis indicated he would begin efforts to recruit a new employee to support summer reading activities. Candidate with a Bachelor's degree will be sought.
- **Director position:** Dennis indicated his possible upcoming resignation effective December 2026. Further discussion will be required to determine the transition process, which may include the new director working alongside the current director.
- **Cleaning service:** Reports of very small amount of time being spent by cleaning service. Floors are not being waxed. Trash has not been dumped consistently. Dennis will investigate other options for the provision of this service.
- **Annual Meeting:** Scheduled for March 3, 7:30pm. Dennis will proceed with official

