

Linwood Community Library Board of Trustees
Meeting Minutes – February 24, 2026

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

Staff present: Dennis Shelton

Guests: none

Call to Order: 6:35pm - 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 01-30-2026 was \$467,769.87. The GF checking account has been reconciled in Xero through 02-02-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 01-30-2026 was \$256,160.99. The CIF Checking account has been reconciled in Xero through 02-02-2026 noting no difference.

Petty Cash: Petty cash was counted by Dennis Shelton on 02-03-2026 He stated the total on hand was \$84.75.

Communications for the board: None

Director's Report

Statistical Report

Financial Report

Chris made a motion to accept the consent agenda, Sheldon seconded, and the motion carried.

Public Comments: None

Communications for the Board: None

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, Aly seconded, and the motion carried.

Old Business:

- **Cleaning Service:** Discussed current cost and concerns regarding quality of service. Dennis will investigate other options for the provision of this service.
- **Roadside Sign:** Ethan changes sign on Monday. Board discussed a desire for more information and events to be shown.
- **Institutional Neutrality Policy:** The board discussed the current draft wording for this proposed new section of the policy manual. Some redundant content was

purged, and the exact contents will be reconsidered during the next policy manual revision.

- **Proposed policy manual changes:** Sheldon presented revised draft rewrites of these three sections and discussion ensued. Changes will be included in next policy manual revision.
 - **Accommodations for Employees and Patrons with Disabilities (p. 14)**
 - **Equal Employment (p.16)**
 - **Employment Eligibility Verification (p. 17)** – also discussed background check. Compared “shall” to “may” wording with preference toward “may” to allow it to be optional.
- **Personnel discussion:** Discussed initiating process of hiring a new Director at the end of 2026 pending possible retirement of current director. Discussed and declined the idea of hiring someone as an assistant director during the interim. The board and director concurred there is no need for an assistant director in regular operation. A library staff member could be considered for the director position, but a no guarantee of this promotion would be made upon hiring. Advertisements to be placed for regular library staff member (library services position) by Dennis, and the director position by the board. Mel to work on creating a draft of director job opening.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **Floor covering in kitchen area:** (mentioned during “Cleaning Service” discussion in Old Business) Suggestion was made to consider replacement of floor covering in kitchen area during the building addition project.
- **KOMA training:** Director has received video and will seek to arrange a time for viewing by the board and Director.
- **Chair replacements:** The wooden chairs in the kitchen are developing loose joints and have had previous repair work done. Consideration of potential replacements was discussed. The director showed some offerings including one example with vinyl seat cover for \$105 each. Concerns about durability of the vinyl were discussed. Samples may be procured for evaluation.
- **APPLE training for Director:** Dennis will contact NEKLS for more info, especially considering his potential retirement. The board indicated a concurrence to allow the director to make the decision to pursue the training or not.
- **Lawn care:** Two potential contractors have submitted quotes. The director is to clarify the expectations of mowing and a specified amount of landscape

maintenance, and acquire revised quotations as needed and make the selection of contractor.

