

Linwood Community Library Board of Trustees
Meeting Minutes – March 24, 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: 6:36pm - 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 02-27-2026 was \$451,045.86. The GF checking account has been reconciled in Xero through 03-01-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 02-27-2026 was \$256,667.66. The CIF Checking account has been reconciled in Xero through 03-01-2026 noting no difference.

Petty Cash: Petty cash was counted by Dennis Shelton on 03-02-2026 He stated the total on hand was \$74.40.

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:

- **Policy Manual - Institutional Neutrality Policy & Federal & State Law Compliance sections:** Consensus to place proposed Institutional Neutrality Policy content in the OPERATIONS section. Three rewritten sections with references to federal and state laws were reviewed and the consensus was to incorporate the proposed changes.
- **Wood chairs:** Dennis will take a chair to the Linwood Cabinet Shop to inquire about the possibility of repair & reconditioning. Dennis also has two sample new chairs options coming to be evaluated.
- **Roadside sign:** Chris will check on other sign options, and also protective covers for the

current sign.

- **KOMA (Kansas Open Meetings Act) Training:** Dennis has a video downloaded that is good until April 30. At least 4 board members need to watch as a group, not individually. Consensus reached for Director and board members to meet at 6:30pm on March 30 to watch.
- **Building addition:** Dennis will discuss quotation from BG Consultants for a more detailed breakdown of architect costs. Third bid is still pending with a scheduled visit from Sabatini Architects.
- **Library Director Position Advertisement:** Salary range will start at \$50k with health reimbursement up to \$500 monthly. This would not be a stipend, but a direct refund of invoiced premium for the director.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business:

- **AI policy:** NEKLS version will be reviewed.
- **Shelf Replacement:** Dennis will have a solid wood shelf unit made to replace the failing particle board unit by the door on the east side of the building. The cost is within his approval rating, so no approval required.

Adjournment:

8:30pm – Chris made a motion to adjourn, Aly seconded, and the motion carried.

Submitted by: Chris Mensch

Board of Trustees members (exp. date)

Linwood Community Library Staff

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)

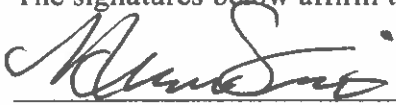
Dennis Shelton, Director

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

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

 4-28-2026
 Melissia Smitka, Chairperson Date

 4-28-2026
 Chris Mensch, Secretary Date