

Linwood Community Library Board of Trustees
Meeting Minutes – April 28, 2026

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 6:34pm - The meeting was called to order by Melissa 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 03-31-2026 was \$432,978.04. The GF checking account has been reconciled in Xero through 04-03-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 03-31-2026 was \$257,271.68. The CIF Checking account has been reconciled in Xero through 03-01-2026 noting no difference.

Petty Cash: Petty cash was counted by Susie on 04-03-2026. She indicated the total on hand was \$101.30.

Communications for the board: None

Director's Report

Statistical Report

Financial Report

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

Old Business:

- **Building addition:** Discussed visit by Dan Sabatini (architect), and Brett Wagner of "Government Assistance Services", both of Lawrence. Mr. Wagner charges a standard flat fee of \$8k for writing a grant request. Mr. Wagner discussed a federal grant (Community Development Block Grant) available for up to \$600k, which requires the recipient to pay 20%. Discussed potential City of Linwood involvement in grant request process, and details regarding the library obtaining a SAM, or possibly using the city's number if applicable. Mr. Wagner discussed working on a similar grant for the library in Burlingame Kansas, and the board discussed a possible trip to visit that library and

discuss their experience.

- **Wood chairs:** Dennis confirmed that the Linwood Cabinet Shop would not be able to provide repair services for the existing wood chairs.
- **Roadside sign:** Chris obtained a quote of \$18k from Shurle Signs. Mel provided information about signs on Amazon similar to the existing one, but with covers for \$1.3 to \$1.8k. Dennis will continue to investigate these and other options.
- **Policy Manual changes:** Board members concurred that all proposed revisions can be implemented in the policy manual for subsequent board approval.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business: none

Adjournment: 7:43pm – Chris made a motion to adjourn, Sheldon seconded, and the motion carried.

Submitted by: Chris Mensch

Board of Trustees members (exp. date)

Linwood Community Library Staff

Melissia Smitka, Chairperson (03/2029)

Dennis Shelton, Director

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 Board Committees

Building & Equipment:

Sheldon Wheaton

Chris Mensch

Kathy Reno

Personnel & Policy:

Melissia Smitka

Kathy Reno

Chris Mensch

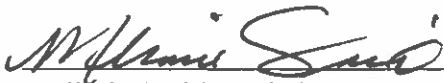
Finance:

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.

 5-26-26
Melissia Smitka, Chairperson Date

 May 26, 2026
Chris Mensch, Secretary Date