

Linwood Community Library Board of Trustees
Meeting Minutes – May 26, 2026

Board members present: Melissia 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: 6:50pm - The meeting was called to order by Melissia Smitka

Changes to Agenda: Chris asked to add discussion about Roadside Sign to “old business”

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 04-30-2026 was \$416,980.65. The GF checking account has been reconciled in Xero through 05-02-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 04-30-2026 was \$257,832.04. The CIF Checking account has been reconciled in Xero through 05-02-2026 noting no difference.

Petty Cash: Petty cash was counted by Dennis on 05-03-2026. He indicated the total on hand was \$122.31.

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:

- **Roadside Sign:** One sided illuminated digital color LED signs are available from Amazon for \$400 to \$1200, and would be easily programmed. A sign of this type would need to be placed inside the window glass of the front foyer. Greatly improved convenience for staff, but questionable readability from a moving vehicle on the road.
- **Building addition:** Brett Wagner of “Government Assistance Services” advised that we

need schematic and/or blueprint to appl for CDBG (Community Development Block Grant). For the purpose of financial transactions with the U.S. Government, a UEI (Unique Entity ID) is required, and that will be in the form of a SAM (System for Award Management) number. For the purpose of this grant, the library will apply via the City of Linwood and will be using the City's SAM number. Board approval is required for the \$9000 expenditure for Mr. Wagner's services. Chris made a motion to approve \$9000 payment to "Government Assistance Services" for this purpose, Sheldon seconded, and the motion carried.

- **Wood chairs:** Briefly discussed history of this investigation. There does not appear to be a path to achieve repairs of existing chairs. The board concurred that the matter can be dealt with by the director at his discretion, and that chairs can be replaced individually as needed. If the expenditure is within director's approval limit, further board involvement is not required.
- **Policy Manual revision:** Revised Policy manual reviewed for proposed release effective May 27, 2026. Kathy made a motion to approve, Aly seconded, and the motion carried. Director to post new revision on the web site and make hard copy available at the front desk.

Committee Reports:

Building & Equipment: no discussion

Financial: no discussion

Personnel & Policy: no discussion

New Business: Dennis discussed a new hire with the title of "Library Services Specialist" that will start on June 1, 2026.

Adjournment: 7:42pm – Sheldon made a motion to adjourn, Chris seconded, and the motion carried.

Submitted by: Chris Mensch

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

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


 _____ 6-23-26
 Melissia Smitka, Chairperson Date


 _____ 6-23-26
 Chris Mensch, Secretary Date