

Linwood Community Library Board of Trustees
Meeting Minutes – June 23, 2026

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: none

Call to Order: 6:35pm - The meeting was called to order by Melissia Smitka

Changes to Agenda: None

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 05-29-2026 was \$396,667.88. The GF checking account has been reconciled in Xero through 06-02-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 05-29-2026 was \$258,370.80. The CIF Checking account has been reconciled in Xero through 06-02-2026 noting no difference.

Petty Cash: Petty cash was counted by Dennis on 06-10-2026. He indicated the total on hand was \$126.55.

Communications for the board: None

Director's Report

Statistical Report

Financial Report

Sheldon 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: Bills for payment 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:

- **Building addition:** Brett Wagner of “Government Assistance Services” advised that available funding for 2026 is almost exhausted and submittal would need to be made during August. Need to have architect selected and provide a schematic with grant request. Dennis to contact Sabatini Architectural firm for another discussion.
- **Policy Manual revision:** Hard copy of new revision is available at front desk. PDF of

new revision is not on web site because the file has not yet been provided to Dennis. Sheldon to provide PDF file for web site and MSWord format file for archival purposes.

Committee Reports:

Building & Equipment: no discussion

Financial: The finance committee reviewed the draft 2027 budget with the Director as required by the Library policy. The Director will proceed with submittal of the budget to Leavenworth County Treasurer. Budget hearing is scheduled for August 18 at 7pm.

Personnel & Policy: no discussion

New Business:

- **Injury waiver** – several examples were provided by Dennis for review. Dennis to discuss with NEKLS and inquire about need for review by legal counsel.
- **Independence Day schedule** – Dennis reiterated schedule adjustments to include closing at 5pm on Friday, July 3, and remain closed all of Saturday, July 4. The board provided a consensus for this schedule.
- **Director job posting on Emporia State web site** – The ESU SLIM (Emporia State University - School of Library and Information Services) Job Opportunities web page does not show the listing for the Director Position, despite Sheldon's email request. Sheldon to resubmit request. Two other postings for library job openings posted by Dennis do appear on the SLIM job page.

Adjournment: 7:25pm – Aly made a motion to adjourn, Kathy seconded, and the motion carried.

Submitted by: Sheldon Wheaton

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

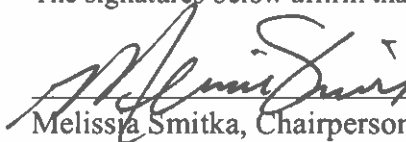
Dennis Shelton, Director

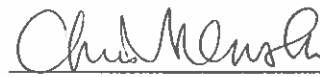
Linwood Community Library Board Committees

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.

 7.28.26
Melissia Smitka, Chairperson Date

 7.28.26
Chris Mensch, Secretary Date