

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

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

Staff present: Dennis Shelton, Tracy Tygart

Guests: Brian Christensen (Linwood city mayor), Jennifer White (Linwood city manager), Kelci Spencer (Linwood city clerk), Crystal Iseman (Linwood ordinance officer)

Call to Order: 6:30pm - The meeting was called to order by Melissia Smitka

Changes to Agenda: Add discussion with City of Linwood officials after approval of Bills for Payment

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 06-30-2026 was \$467,447.08. The GF checking account has been reconciled in Xero through 06-30-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 06-30-2026 was \$258,964.42. The CIF Checking account has been reconciled in Xero through 06-30-2026 noting no difference.

Petty Cash: Petty cash was counted by Dennis on 07-06-2026. He indicated the total on hand was \$79.80.

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: 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.

Discussion with City of Linwood:

Brian Christensen along with other city staff present presented information about the availability of the old school/new city office building, as a possible site for the library. An

expressed desire is for the building to be a central community service building. Recent upgrades to roof and HVAC were discussed, and they indicated mold testing has been performed. Current activities in the building include food bank operation, city offices, and gym access for residents. Planning for playground improvements on the north side of the building. Potential library occupation would be based on a long term lease, renewable annually.

Old Business:

- **Building addition:** Met with Dan Sabatini. Need to determine any limitations on use of south end of property due to utilities, drainage, and easement restrictions.
- **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: no discussion

Personnel & Policy: no discussion

New Business:

- **New employee** – Dennis indicated that a new associate will be starting on August 10 with the responsibility of Youth Services.
- **Approval of financial institution for deposits** – Sheldon made a motion to continue using First State Bank of Tonganoxie for the purpose of deposits for the next 12 months. Aly seconded, and the motion carried.
- **Genealogy Room** – Discussed the need to formulate a plan for the ongoing support and operation of the Genealogy room, in the event of Arlene's retirement from that activity. No decisions were made and the matter will be considered further in future discussions.
- **Budget Hearing** – The board was reminded that the Annual Budget Hearing meeting is scheduled for August 18 at 7pm.

Adjournment: 7:36pm – Chris made a motion to adjourn, Kathy seconded, and the motion carried.

Submitted by: Chris Mensch/SW

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 (03/2030)
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.

 8/25/2026

Melissia Smitka, Chairperson Date

 8/25/2026

Chris Mensch, Secretary Date