**Linwood Community Library Board Meeting: August 23, 2022**

**Call to Order**

**Board Members present: Christy Brice, Robert Firth, Lisa Turney, Stacey Schmitt, Dalton Torneden**

**Staff Members present: Kat McKee (Director)**

**Guests:**

**The meeting was called to order at: 7:15 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month’s meeting:** Reviewed by the Board.   
**Treasurer’s Report**:

General Fund Checking Account as of **7-29-2022 = $258,933.32.** Has been proven to QuickBooks through 7-29-2022 noting a net difference of $2,687.63. Of which $2,685.63 are previous attempted corrections. – Joyce and Kat are working with the CPA to correct this.

$2 is from UniFirst, the Library is tax exempt and UniFirst has been attempting to charge sales tax. – Joyce and Kat are aware of this and this amount should be cleared up soon.

Capitol Improvement Fund Check Account as of **7-29-2022 = $105.546.88.** Has been proven through QuickBooks through 7-29-2022 noting no difference.

Petty Cash was counted by Theresa Reetz on **8-19-2022**, she stated the balance was **$253.76.**

The request for one additional charge card as previously approved by the Board for the **Linwood Community Library** in the name of **Dennis Shelton** with a limit of **$2,500** was submitted to First State Bank and Trust on August 19, 2022.

**Communications:**  1 communication received and reviewed by the Board.

**Adding Resignation Policy under old business for the agenda.**

**Approval: Bob** moved to approve the Consent Agenda. **Lisa seconded. Motion carried 5-0**

**Director’s Report**   
reported on key events, circulation and program updates.

* First movie night not as successful as would have hoped, potentially attributed to the Open House for the new elementary school.
* Seed Library in progress in connection with Leavenworth County Master Gardeners, will be getting an old card catalog to house Seed library from Mid America Nazarene University.
* Starting to prep for Fall Festival, will have face painting, glass jewelry demo and games.
* Working to update policy manual with dates and updated policy appendix.
* Will start brainstorming on strategic planning.
* 60 kids participated in Summer Reading.

Dalton asked for an updated Staff contact list.

* **Old Business**
* **Audit & EOY:** Top priority will be to work with auditor & CPA to get the library’s books in proof. Board will work to provide a job description for the CPA monthly.
* Summer Reading Statistics: Up from last year, adult programs went well. Good attendance overall, higher among the 7 local libraries in the area.
* **Resignation Policy: Bob motioned to accept and add the Resignation policy to the library’s policy manual, Stacey seconded. Motion carried 5-0**

**Committee Reports**

**Building & Equipment:** no meetings, Kat and Dennis reported to Bob that pieces of rebar were out in the back of the library by trees, Bob pulled some out and cut others down.  
**Finance:**  Committee will meet with CPA.

**Personnel & Policy:**  Have not met since the last Board Meeting, will need to finalize continuing education policy and address a Covid leave policy and a pandemic plan

**New Business**

* **Covid Pay for Staff during the time that the library’s regularly scheduled hours were closed: Bob motioned to approve Covid Pay, Stacey seconded. Motion carried 5-0**
* **Bills For Payment: Bob motioned to approve bills for payment as presented, Stacey seconded. Motion carried 5-0**
* **Motion for $2 raise for Theresa, Dennis and Jayne retroactive to 60-day review date – Bob motioned, Stacey seconded. Motion carried 5-0**
* **Board member replacement: The Library will put a post on social media and in the library, board and staff will put out feelers for prospective candidates.**

**Executive Session: 90 minutes for Personnel, Bob motioned, Lisa Seconded 8:05**

**Enter: Bob made the motion to enter into executive session at 8:05 P.M. for 90 minutes to discuss Personnel, Lisa seconded. Motion carried 5-0**

**Exit: Bob made the motion to exit executive session at 9:28 P.M., Stacey seconded. Motion carried 5-0**

**Public Comments**None

**Adjournment   
Approval:**  **Bob moved to adjourn at 9:30 P.M. Lisa seconded. Motion carried 5-0**

**Next Meeting**The next regular Board meeting will be **Tuesday, September 27,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board Linwood Community Library Staff**

Christy Brice; Chair (03/2023) Kat McKee; Director

Lisa Turney; Vice-Chair (03/2026) Mary Pawlowski, Collection Development

Robert Firth; Treasurer (03/2025) Jayne Hopkins; Youth Services

Stacey Schmitt; Vice-Treasurer (03/2024) Dennis Shelton; Teen and Marketing

Dalton Torneden; Secretary (03/2025) Theresa Reetz: Adult Programming

Melanie Morris (03/2023) Joyce Elder; Bookkeeper

(03/2026)

**Linwood Community Library Board Committees** (03/2022)

**Building & Equipment:**  Melanie Morris Robert Firth Christy Brice

**Personnel & Policy:**  Dalton Torneden Lisa Turney

**Finance:** Christy Brice Stacey Schmitt Robert Firth

*Officer and Committee appointments updated March 22, 2022*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Christy Brice, Chairperson Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dalton Torneden, Secretary Date: