**Linwood Community Library Board Meeting: June 28, 2022**

**Call to Order**

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

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

**Guests: Arlene Pritchard**

**The meeting was called to order at: 7:03 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 May 24th meeting & June 7th Special Board Meeting**

**Treasurer’s Report**:

General Fund Checking account balance as of **5-31-2022 is $209,611.06.**

The General Fund Checking account has been proved to QuickBooks through **5-31-2022** noting a NET difference of **$5,997.67** — which consists of a journal entry for payroll bookkeeping **$3,312.04** and attempted corrections **$2,685.63.** Joyce and Kat are working with the auditor to resolve these issues. Also, a CPA is being retained to assist with this and other accounting matters.

Capital Improvement Fund Checking account balance as **of 5-31-2022 is $109,489.17.**

The Capitol Improvement Fund Checking account has been proven to QuickBooks through **5-31-2022** noting no difference.

Certificate of Deposit #1 account balance as of **4-1-2022 is $20,421.69** maturing 6-30-2022

Certificate of Deposit #2 account balance as of **4-1-2022 is $20,421.69** maturing 6-30-2022

Petty Cash was counted by Jayne Hopkins and Kat on **6-24-2022.** They stated the balance is **$176.00**

**Communications:**  0 communications received and reviewed by the Board.

**Approval: Bob** moved to approve the Consent Agenda with the addition of the June 7th Board Meeting Minutes, **Stacey seconded. Motion carried 6-0**

**Executive Session #1:**

**Enter: 7:14 P.M.: Bob motioned to enter to discuss financial for 10 minutes, Stacey Seconded Motion Carried 6-0**

*Lisa Turney entered, 7:16 P.M.*

**Exit: 7:23: Bob motioned to exit, Anne Seconded. Motion Carried 6-0**

**Approval: Bob made a motion to pay 4 hours of wages to Kathy Reno with appropriate withholding to be held, Stacey Seconded. Motion Carried 6-0**

**Board viewed Trustee Shorts video.**

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

* Financial reports: Staying within Budget lines, programming will go up next month due to Summer Reading, there is a line item in the Budget for Summer Reading.
* Statistical report: Numbers are improving, Daily attendance is improving, possibly due to Summer Reading program. Kat is continuing to purchase new materials to replace weeded materials. Children’s Department in good order. 17, (10 kids, 7 adults) at last Storytime.

Kat met with Brian Epp and has helped with petty cash, Quickbooks, and Budget projections.

* 2023 Budget draft: Revenue neutral rate projected is **3.210,** reduces last year’s mill by 85 basis points to include a 10% inflation impact. Analyzed energy costs, need a longer term study to confirm actual savings. Analysis on interest income from accounts, rates have been increasing, FED has been raising lending rates. By 2023, there may be more income in the Budget from that.
* **Kat will submit the 2023 Budget draft to the County and the Board is projecting a Budget hearing for early August or late July pending appropriate announcements and receiving the Budget back from the County.**

**Approval:**  **Bob motioned to increase revenue neutral rate to 3.210 revenue rate and that all appropriate measures will be taken to prepare for the Budget Hearing for the 2023 Budget . Stacey Seconded. Motion carried 7-0**

* Inter library loan costs are going up 33% for 2023 in March 2023, 2,000 for 5 days a week .
* Kansas Notable Books up in the library.

**Old Business**

* **Audit & EOY:** Audit is ongoing, progress on QuickBooks is ongoing, projected completion by the end of the month.
* **Summer Reading:** Going great, programs well attended. In July, 2 magician programs, a Band and an author talk. One Book Many Neighbors program – well attended. 60 total!
* **New Staff:** Theresa Reetz – Adult Programming – Soap Making – 10 people.

Dennis Shelton – Marketing and Outreach - working on Facebook and website. Coordinating Hunter’s Safety course in the Fall. Working on getting information out into the community.

Jayne Hopkins – Youth Services -

**Committee Reports**

**Building & Equipment: No meetings, no current issues to be addressed.**
**Finance:**  Met to discuss the Budget and will need to discuss CD’s maturation.

**Approval: Bob motioned to cash in both CD’S to the Capital Improvement Fund, Stacey seconded. Motion carried 7-0.**

**ACTION:** Bob, Christy and Dalton will meet to sign CD’s and prepare to move funds.

**Personnel & Policy:**  Prepared for and had Kat’s Performance Review. Completed Discipline Policy, will need to meet to work on CE policy and review other items.

**New Business**

* **Bills For Payment: Bob motioned to pay June Bills as presented, Stacey seconded. Motion carried 7-0**
* **New Policies: Discussed Collection Maintenance and Weeding Policy & Employee Discipline Policy.**

**Action:**

Dalton motioned to approve Collection Maintenance and Weeding Policy for adoption into the Policy Manual, Bob Seconded. Motion Carried 7-0

 Lisa Motioned to approve Employee Discipline Policy for adoption in the Policy Manual, Bob Seconded Motion Carried 7-0

**Public Comments**None

**Executive Session: #2:**

**Enter: 8:20 P.M. Bob motioned to enter to discuss financial for 15 minutes, Lisa seconded. Motion Carried 7-0**

**Exit: 8:33 P.M. Bob motioned to exit; Stacey seconded. Motion carried 7-0.**

**Executive Session #3:**

**Enter: 8:40 P.M. Stacey motioned to discuss Personnel for 1 hour, Bob seconded Motion Carried 6-0**

**Exit: 9:35 P.M. Bob motioned to exit, Stacey seconded. Motion Carried 7-0**

Lisa made a motion to approve updated camera policy for adoption into the Policy Manual, Bod seconded. Motion carried 7-0

**By Resolution of the Linwood Community Library Board of Trustees, in an effort to increase patronage and for the Linwood Community to realize its Mission to its fullest potential, the Board is requesting that the Director, Staff and Volunteers of the Linwood Community Library make all necessary plans and efforts to double patron attendance numbers as they stand from the 1st six months of 2022 by the end of the 2nd six-month period of 2022. The Board extends all applicable and available support in this endeavor.**

**Adjournment
Approval: Bob** **moved to adjourn at P.M. Lisa seconded. Motion carried 7-0**

**Next Meeting**The next regular Board meeting will be **Tuesday, July 26 ,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) Jayne Hopkins; Youth Services

Robert Firth; Treasurer (03/2025)       Dennis Shelton; Marketing and Outreach

Stacey Schmitt; Vice-Treasurer (03/2024) Theresa Reetz; Adult Programing

Dalton Torneden; Secretary (03/2025) Joyce Elder; Bookkeeper

Melanie Morris (03/2023)

Anne Kohlmeyer (03/2026)

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

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

**Personnel & Policy:**  Anne Kohlmeyer 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: