**Linwood Community Library Board Meeting: September 27,2022**

**Call to Order**

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

**Staff Members present: Dennis Shelton**

**Guests: Arlene Pritchard, Lynn Shoemaker**

**The meeting was called to order at**: 7:11 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:**

* **August 8, 2022 Special Meeting Minutes**
* **August 23rd,2022 Meeting Minutes**
* **2023 Budget Meeting Minutes**
* **August 31st, 2022 Special Board Meeting Minutes**
* **September 16th, 2022 Special Board Meeting Minutes**   
  **Treasurer’s Report**: General Fund checking account balance as of **8-31-2022** was **$239,080,26** proven through QuickBooks, discrepancies cleared up and in proof. Capital Improvement fund as of **8-31-2022 as of $150,608.13.** Petty Cash counted by Mary Pawlowski on **9/26/22** – balance was **$266,16.** Request for two additional charge cards as previously approved by the Board for the Linwood Community Library in the names of Teresa Reetz and Mary Pawlowski with a limit of **$1,250.00** each has been submitted to First State Bank and Trust and were received **– 9-26-22.**
* Lynn asked a question on setting sub groups within the Budget. Bob mentioned simplification of reports as a concern.   
  **Communications:**  1 communication received and reviewed by the Board.

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

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

* Financial reports: Not available at this time, Bob is working with a CPA to address this.
* Statistical report: Not available at this time, Christy and Dalton will continue to work on this. Dalton met with George from NEKLS to address this.

**Old Business**

* **Audit and EOY:** Making progress, error is down to a small amount. We have a preliminary audit. Bob is continuing to work with CPA to address this and should have a final audit prepared by the next board meeting.
* **Bob** made a motion to make First State Bank and Trust the library’s official Depositor, **Stacey** seconded. Motion carried 6-0

**Committee Reports**

**Building & Equipment:** Issues with Toilet in Women’s Restroom, replaced the flush valve.   
**Finance:**  Communication with CPA on addressing financial issues. Working with First State to get Charge Cards for staff.

**Personnel & Policy:**  Met to prepare a salary range and a Director Job Description and Posting. Dalton is working with NEKLS to get the Job posting placed.

**Action Items:**

**New Business**

* **Bills For Payment: Bob made a motion to pay Bills as presented with the notation of an outstanding Xerox Bill of $305.24 which will be paid if it is determined to be an appropriate charge.**
* **Bob** noted the new Checks page format, addressed charge card issue with First State Bank – charges with Stefanie Brown’s charge card finalized and account was closed. Kat McKee’s charge card were closed.
* **Sunflower eLibrary MOU: Dalton** will get further details from the Sunflower eLibrary on the MOU, payment method for Sunflower eLibrary and book access.
* **Christmas Lights: Bob** made a motion to approve Christmas Lights for placement on the exterior of the library at a cost of $200**, Stacey seconded. Motion carried 5-0**
* **Security Camera Policy Update: Bob** made a motion to approve changes to the Security Camera Policy**, Stacey seconded Motion carried 5-0**
* **Director Search: See Personnel & Policy Committee Report.**
* **Board member replacement**: 3 candidates, 1 person asked to be removed from consideration due to other commitments. **Board will interview the application received today than make a further decision.**
* **Chairs:** 2 leather chairs for a reading nook area & up to 6 comfortable chairs for wooden table, 2 or 3 beanbag chairs for kids in the Children’s area. **The Board asked staff for further information on table chairs – check measurements and the ease of cleaning on the beanbag chairs.**
* **Approval: Bob made a motion to approve 2 leather chairs $649.99 x 2 = $1,300 Dalton seconded Motion carried 5-0**
* **Newsletter:** Considering Outsourcing options, Cost estimate on printing and preparing newsletters in house, presented information from other area Directors. Yearly fee for bulk business mail - $256. 19. Per piece of mail for Linwood residents and 22. for non-Linwood residents.
* **Decision: Stacey and Dalton will sort through District Member list to make sure all District Members are included in the Print Newsletter mailings going forward. Dennis will prepare a cost estimate on printing the newsletter in the library.**
* **Winter Hours:** Dalton raised a concern over patron impact and the impact the hours change would have on programming as Thursday nights are when a large amount of library programming take place**.**

**Decision: The Board will revisit this in October, Board would like to see a programming game plan from the staff.**

**Public Comments**Arlene - Library District Boundaries, Newsletter- Director has in the past been entirely responsible for the Newsletter, Chairs- a concern over getting rid of all the wood chairs, Christy- not all chairs would be removed. children’s attendance.

Lynn – low weight limit on beanbags, storage and usage, Storytime- Who was leading Storytime? Dennis stated it is Jayne but Teresa has done it when Jayne was gone. Teen programming- Concern over teens not having programming at Linwood, having to go to other libraries for programming.

Dennis - Jayne is sending out information to the schools to be sent out, Dennis is outreaching with Jillian at Early Learning Center. Events for older kids - few older children come into the library, limited with Personnel, emphasis is being placed on reaching out K-5. Working to have student performers come in to perform at Artist’s Café. Dennis mentioned the importance of having local people attending library programming.

**Executive Session:**

**Enter: Stacey motioned to enter into Executive Session at 8:47 P.M. for 15 minutes to discuss Financial Matters, Bob seconded. Motion carried 5-0**

**Exit: Bob motioned to exit Executive Session at 8:59 P.M., Stacey seconded. Motion carried 5-0**

**Adjournment   
Approval:**  **Christy moved to adjourn at 9:01 P.M. Bob seconded. Motion carried 5-0**

**Next Meeting**The next regular Board meeting will be **Tuesday, October 25th ,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) Open Position; 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 Programing

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*

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Christy Brice, Chairperson Date:

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Dalton Torneden, Secretary Date: