

Linwood Community Library Board Meeting Minutes: February 27, 2024

Call to Order

Board Members present: Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Ronald Smith, Kathy Reno, Chris Mensch

Staff Present: Dennis Shelton

Guests: None

The meeting was called to order at: 7:06 P.M. by Melissia Smitka

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 (12.27.2023, 01.02.2024, 01.23.2024, 01.29.2024, 02.06.2024, 02.09.2024)

Treasurer's Report:

General Fund Checking: As of 01.31.2024 Account Balance was \$403,734.39.

The GF Checking has been not proven to Xero.

Capital Improvement Fund: As of 01.31.2024 Account Balance was \$186,420.61 The
CIF Checking has not been proven to Xero.

Petty Cash Fund: Counted by Dennis on 02.23.2024. He stated the balance was \$61.85.

Financial Report

Communications for the Board: No communications for the Board

Statistical Report

Approval: Being there were no objections, the consent agenda was approved.

Public Comments: None

Committee Reports

Building & Equipment: Seeking bids for Parking Lot Pavement for the front of the building.

Finance: None

Personnel & Policy: None

Action Items:

New Business

- **Bills for Payment** Lea moved to approve bill for payment as presented, with an additional check to be cut to Wheat State Cleaning in the amount of \$450.00, to pay the entire invoice amount of \$600. Sheldon seconded. Motion carried 6/0.
- **Vacant Staff Positions** Dennis reported that he felt at the current time the library had enough staff members to cover the hours of operation.
- **Newsletters** Dennis reported to the Board that the Postal Permit for the Library had not been paid in prior years. He stated that he would have to inquire at the DeSoto Post Office what would need to be done to make the permit active again. This would weigh in as to if the

newsletters will continue. Suggestions were made by Board Members on ways to help improve the current newsletter.

- **2024 Goals/Ideas:** Dennis reported that the staff would like to continue with Programs and Summer Concerts at this time. States that the Summer Reading was year was a huge success and that Teresa had attended a meeting with other surrounding libraries in Lansing.
- **Square (Credit Cards):** Dennis reports that there is an administrative issue with the Square Account and that until this can be resolved, the staff would no longer be using Square for any credit card or cash transactions.
- **Pay Periods:** After discussion, Chris moved to process payroll on the 15th of each month. Sheldon seconded. Motion carried 6/0.
- **St Unemployment Tax Account:** The Library received notice of Delinquency for the Kansas Unemployment Tax Account for 4thQuarter 2023. Board directed Dennis to have Tracy run Payroll Report in QuickBooks and pay amount owed.

Executive Session

Lea made a motion to enter Board Member Only Executive Session at 8:23 P.M. to discuss Personnel Matters, with Open Session to resume at 8:53P.M. Sheldon seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 8:53 P.M. Sheldon seconded. Motion carried 6/0.

Action Item:

Ron moved to approve Staff Credit Cards for Dennis and Susie at First State Bank, in the following amounts:

Teresa \$3,500.00

Dennis \$2,500.00

Susie \$2,500.00

Adjournment

Approval: Ron moved to adjourn the meeting at 8:57 P.M. Chris seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be **Tuesday, March 26, 2024 at 7:00 P.M.**

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Melissa Smitka: Chair	(03/2025)
Ronald Smith; Vice-Chair	(03/2024)
Sheldon Wheaton; Treasurer	(03/2027)
Lea Chrisman: Vice-Treasurer/Sec	(03/2026)
Kathy Reno	(03/2026)

Linwood Community Library Staff

Vacant; Director
Jayne Hopkins; Youth Services
Teresa Reetz: Adult Programming/Collection
Amy Rosewicz; Programming Assistant
Nicole Oeschlaeger; Library Services Specialist

Chris Mensch (03/2025) Susie Henneke; Library Services Specialist
Open Position (03/2027) Dennis Shelton; Library Services Specialist-
Acting Administrator
Tracy Tygart: Bookkeeper


Linwood Community Library Board Committees

Building & Equipment: Sheldon Wheaton Ron Smith
Personnel & Policy: Melissia Smitka Sheldon Wheaton Kathy Reno
Finance: Lea Chrisman

Officer and Committee appointments updated January 23, 2024

Library Staff updated January 31, 2024

 4-1-2024
Melissia Smitka, Chairperson Date:

 4-1-2024
Lea Chrisman, Secretary Date: