

# Linwood Community Library Board Meeting Minutes: April 23, 2024

## Call to Order

**Board Members present:** Sheldon Wheaton, Lea Chrisman, Melissia Smitka, Kathy Reno, Chris Mensch, Aly Evans

**Staff Present:** Dennis Shelton and Tracy Tygart

**Guests:** None

**The meeting was called to order at:** 7:01 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**

### **Treasurer's Report:**

**General Fund Checking:** As of 03.29.2024 Account Balance was \$379,129.59.

The GF Checking has been not proven to Xero.

**Capital Improvement Fund:** As of 03.29.2024 Account Balance was \$187,568.78.

The CIF Checking has not been proven to Xero.

**Petty Cash Fund:** Counted by Dennis on 04.22.2024. He stated the balance was \$172.57.

**Communications for the Board:** No communications for the Board

### **Statistical Report**

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

Sheldon moved to approve the Consent Agenda. Aly seconded. Motion carried 6/0.

### **Financial Report**

**Public Comments:** None

**Action Items:**

## Old Business

- **Parking Lot Pavement** Chris made a motion to rebid the project with rebar set on 16" centers and 6" thick. Sheldon seconded. Motion carried 6/0.
- **Rippling PTO for Implantation** Tracy updated the Board on current items that needed to be address regarding PTO for the Rippling Payroll Program. Mel made a motion that all accrued PTO will be paid out to the employee at termination of employment. Chris seconded. Motion carried 6/0. Chris made a motion to increase accrued PTO factor to .0579 on the 5<sup>th</sup> year of employment anniversary date. Aly seconded. Motion carried 6/0.

## Committee Reports

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

**Finance:** New Signature Cards for all accounts at First State Bank.

**Personnel & Policy:** Ongoing Policy Revisions

## New Business

- **Bills for Payment** Lea moved to approve bill for payment as presented. Sheldon seconded. Motion carried 6/0.

**Adjournment**

**Approval: Aly moved to adjourn the meeting at 8:27 P.M. Sheldon seconded. Motion carried 6/0.**

**Next Meeting**

The next regular Board meeting will be **Tuesday, May 28, 2024 at 7:00 P.M.**

*Submitted by: Lea Chrisman; Board Secretary*

**Linwood Community Library Board**

**Linwood Community Library Staff**

Melissia Smitka: Chair	(03/2025)	Vacant; Director
Aly Evans; Vice-Chair	(03/2028)	Jayne Hopkins; Youth Services
Sheldon Wheaton; Treasurer	(03/2027)	Teresa Reetz: Adult Programming/Collection
Lea Chrisman: Secretary	(03/2026)	Amy Rosewicz; Programming Assistant
Kathy Reno	(03/2026)	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**

<b>Building &amp; Equipment:</b>	Sheldon Wheaton	Lea Chrisman
<b>Personnel &amp; Policy:</b>	Melissia Smitka	Kathy Reno                  Chris Mensch
<b>Finance:</b>	Lea Chrisman	Sheldon Wheaton

*Officer and Committee appointments updated March 26, 2024*

*Library Staff updated January 31, 2024*

 \_\_\_\_\_ 5.28.24

Melissia Smitka, Chairperson                  Date:

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Lea Chrisman, Secretary                  Date: