

Linwood Community Library Board Meeting Minutes: March 26, 2024

Call to Order

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

Staff Present: Dennis Shelton and Tracy Tygart

Guests: None

The meeting was called to order at: 7:02 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 (February 27, March 5 and March 5 Annual Meeting)

Treasurer's Report:

General Fund Checking: As of 02.29.2024 Account Balance was \$388,241.23.

The GF Checking has been not proven to Xero.

Capital Improvement Fund: As of 02.29.2024 Account Balance was \$186,999.74.

The CIF Checking has not been proven to Xero.

Petty Cash Fund: Counted by Dennis on 03.22.2024. He stated the balance was \$97.40.

Communications for the Board: No communications for the Board

Statistical Report

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

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

Financial Report

Public Comments: None

Action Items:

Old Business

- **Table of Contents for Policy Manual** Mel reported that the Table of Contents was updated and corrected.
- **Payroll Scheduling Revisited** Tracy updated the Board on the new Payroll periods, pay date and approval deadlines. Lea made a motion to change the Rippling Payroll schedule to make the "Pay Date" the last day of the month, with the exception where the last days fall on a weekend or holiday, that the "Pay Date" will be the business day before. Sheldon seconded. Motion carried 6/0.
- **Newsletter Update** Sheldon moved to suspend the mailing of the newsletter indefinitely, with a digital copy on Facebook, Linwood Library's website, with printed copies available at the Library. Chris seconded. Motion carried 6/0.

Committee Reports

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

Finance: Discussion about ongoing issues with Rippling Payroll.

Personnel & Policy: None

New Business

- **Bills for Payment** Sheldon moved to approve bill for payment as presented. Lea seconded. Motion carried 6/0.
- **Annual Election of Board Officers and Committee Assignments** Kathy made the suggestion that all current officers continue for the next year. After discussion, Aly Evans accepted the nomination of Vice Chair. Sheldon made a motion to nominate the following Board Member to these offices:
Melissa Smitka – Board Chair Aly Evans – Vice Chair
Lea Chrisman – Secretary Sheldon Wheaton – Treasurer
Chris seconded. Motion carried 6/0.

Committees

Building and Equipment Committee – Sheldon Wheaton and Lea Chrisman

Finance Committee – Lea Chrisman and Sheldon Wheaton

Personnel and Policy Committee – Melissia Smitka, Kathy Reno and Chris Mensch

- **Board Member Liability Insurance** Sheldon reported to the Board about current insurance that the Library has.
- **Vacation Accrual** Needs to be cleaned up by the Personnel and Policy Committee along with Tracy (bookkeeper) so that the policy can easily be used with Rippling Payroll.
- **Staff Computers** Dennis reports some of the staff computers are in need of replacement or upgrades. Chris made a motion to replace the "Collection Computer" spending up to \$900.00. Aly seconded. Motion carried 6/0.
- **Summer Mowing** After discussion, Chris moved to award the 2024 Summer mowing contract to Kevin Reetz at a cost of \$80.00 per mowing. Kathy seconded. Motion carried 6/0.
- **Parking Lot Pavement** Dennis presented a drawing of the proposed layout and specs for the proposed additional pavement for the front of the library. After discussion, Dennis will proceed with getting bids for the proposed project.

Executive Session

Sheldon made a motion to enter Executive Session at 8:55 P.M. to discuss Personnel Matters, with Open Session to resume at 9:11 P.M. Chris seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 9:11 P.M. Sheldon seconded. Motion carried 6/0.

Sheldon made a motion to enter Executive Session at 9:12 P.M. to discuss Security Matters, with Open Session to resume at 9:18 P.M. Aly seconded. Motion carried 6/0.

Lea made a motion to enter Open Session at 9:18 P.M. Sheldon seconded. Motion carried 6/0.

Action Items:

Sheldon moved to approve 3% raise for Staff Member, Susie Henneke effective at 60 days from date of hire. Aly seconded. Motion carried 6/0.

Sheldon moved to accept Wirenuts LLC Estimate #3604 in the amount of \$1,195.00 to replace the hard drive in the existing DVR of the security system and the purchase of an additional camera not to exceed \$250.00. Chris seconded. Motion carried 6/0.

Adjournment

Approval: Lea moved to adjourn the meeting at 9:45 P.M. Ally seconded. Motion carried 6/0.

Next Meeting

The next regular Board meeting will be **Tuesday, April 23, 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: Vice-Treasurer/Sec	(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


Building & Equipment:	Sheldon Wheaton	Lea Chrisman	
Personnel & Policy:	Melissia Smitka	Kathy Reno	Chris Mensch
Finance:	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:

 _____ 5.24.24

Lea Chrisman, Secretary Date: