Linwood Community Library Board of Trustees
Meeting Minutes – September 22, 2026

Meeting description: Regular monthly board of trustees meeting
Meeting location: Linwood Community Library, 19649 Linwood Rd., Linwood, KS 66052
Board members present: Melissia Smitka, Kathy Reno, Aly Evans, Alex DeMoro, Sheldon Wheaton, Chris Mensch
Board members not present: none
Staff present: Dennis Shelton, Tracy Tygart
Guests: none

Call to Order: 6:36pm - The meeting was called to order by Melissia Smitka

Changes to Agenda: Mel suggested adding an item under old business to discuss the Linwood city building.

Consent Agenda: *All matters on the consent agenda are considered and enacted with a single motion, with the exception of any items agreed upon to be removed from the consent agenda.*

Previous Meeting Minutes
Treasurer's Report:

General Fund (GF) Checking account: balance as of 08-31-2026 was $418,837.60. The GF checking account has been reconciled in Xero through 08-31-2026 noting no difference.

Capitol Improvement Fund (CIF) Checking: account balance as of 08-31-2026 was $260,162.29. The CIF Checking account has been reconciled in Xero through 08-31-2026 noting no difference.

Petty Cash: Petty cash was counted by Dennis on 09-09-2026. He indicated the total on hand was $91.67.

Communications for the board: None
Director's Report
Statistical Report
Financial Report
Sheldon made a motion to accept the consent agenda, Chris seconded, and the motion carried.

Public Comments: None

Communications for the Board: A letter dated Sept. 18, 2026 was received from the City of Linwood, regarding proposed use of the City building (Old Linwood School building) by the library.

Bills for Payment: Bills for payment were reviewed by the Finance Committee with no issues identified and recommended for approval by the board. Sheldon made a motion to approve, Aly seconded, and the motion carried.

Old Business:

- **Building update:**

- BG Consultants met with Dennis on 9/18/2026 to discuss options.
- Consultant-Client agreement signed by Dennis on 9/18/2026.
- Dennis indicated that the Linwood city building would be considered as one of the options for the 3 options to be submitted to NEKLS for grant consideration, and subsequently for the CDBG grant. This option would include renovations, bathroom additions, kitchen, mold inspection in air system, review of electrical system, etc.
- Requirement to qualify for $3000 grant from NEKLS for architectural work includes submittal of initial schematics for the project with 3 optional plans. Request must be submitted to NEKLS by January 1, 2027.
- The board discussed and unanimously agreed on the desire to continue with ownership of our own property, versus renting space from the City of Linwood, noting that roughly 90% of tax-paying constituents in the library district are not residents of the City of Linwood.
- Discussed the question of why we would expend resources to evaluate the option of the Linwood city building, given that the board has already voted to discontinue consideration of that option. Building Committee to discuss this with BG Consultants, to clarify the desire to make the three options more aligned with viable considerations.

Committee Reports:

Building & Equipment: no discussion
Financial: no discussion
Personnel & Policy: applications for director position have been received, committee has conducted several initial interviews, and recommends a second interview by the entire board of one candidate.

New Business:

- **Board committee appointment** – Alex DeMoro agreed to replace Kathy Reno on the Building and Equipment committee (at Kathy's suggestion), and also agreed to fill the vacant position on the Finance Committee.
- **Director Salary Range for job postings** – The board discussed changing the upper limit of the posted salary range from $55k to $60k per year. Chris made a motion to approve this change, Aly seconded, and the motion carried.
- **KLA meeting on Oct. 28 in Wichita** – Suzy will attend.
- In-service staff meeting on Nov. 6 at Leavenworth Library
- **Notary Public** - Staff member Hannah will apply for notary public
- **Thank you card** - to be procured and circulated for board, staff, and patrons to sign and provide to Hannah (Dennis' daughter) who filled-in for temporary library staffing needs.
- **Main Printer (Xerox)** – Maintenance contract expires in January of 2027. Dennis plans to keep current printer with 90 day renewal. Dennis reports that Xerox has given good service.

Adjournment: 8:20pm – Chris made a motion to adjourn, Alex seconded, and the motion carried.

Submitted by: Chris Mensch/SW

Board of Trustees members (exp. date)

Melissia Smitka, Chairperson (03/2029)
Aly Evans, Vice-Chair (03/2028)
Sheldon Wheaton, Treasurer (03/2027)
Kathy Reno (03/2030)
Chris Mensch, Secretary (03/2029)
Alex DeMoro (03/2030)
Open Position (03/2027)

Linwood Community Library Staff

Dennis Shelton, Director

Linwood Community Library Board Committees

Building & Equipment:	Sheldon Wheaton	Chris Mensch	Alex DeMoro
Personnel & Policy:	Melissia Smitka	Kathy Reno	Chris Mensch
Finance:	Sheldon Wheaton	Aly Evans	Alex DeMoro

Officer and Committee appointments updated September 22, 2026

The signatures below affirm that these minutes have been approved by the board of trustees.

10-22-26
Melissia Smitka, Chairperson Date

10-27-26
Chris Mensch, Secretary Date