

# Patmos Library

## Meeting of the Patmos Board of Trustees

Minutes for March 11, 2024

6:00

### 1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:00 PM. Motion to excuse Betty Besteman was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

Approval of Agenda

Motion to approve the agenda of the March 11, 2024, meeting with the addition of an item named Closed Session under New Business was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

### 2. MINUTES

Motion to approve the minutes of the board meeting on February 12, 2024, was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

### 3. PUBLIC COMMENTS

**Comments made by:**  
none

### 4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Marcia Frobish reported that funds from EveryLibrary need to be designated and used for Operational Expenses that will be used directly by our patrons. They denied funding carpet cleaning, purchase of the new sign and painting. Alaina Kwiatkowski asked for Marcia's clarification on what the funds can and cannot be used for.

Motion to approve the physical improvements from the last two months to be paid out of our general fund and Lakeland Library Cooperative costs and Foster-Swift costs out of the EveryLibrary fund was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

Motion to approve the February bills and cash disbursement was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

### 5. LIBRARY REPORT

- February statistics included comparisons from 2023. There was an increase in foot traffic, another significant increase in digital circulation, an increase in physical circulation, and slight decreases in both internet usage and reference questions.
- The collection continues to grow as well as the addition of labels to our physical collection.
- The children and adult programming continue to be well attended.
- Upcoming children and adult programs were presented including a Seed Library.
- Patmos Library Patron Survey is now active and will accept responses through April 8, 2024.

- Jamie Jewell shared an issue with our RFID pads. She proposed purchasing three new pads to replace the existing used pad. This will ensure that all pads are using the same technology and eliminate many problems experienced by staff.

## **6. UNFINISHED BUSINESS**

- Director Selection Update - We've received some interest and those applications have been shared with the board. Alaina Kwiatkowski met with Carol from Lakeland regarding the posting and process and will let us know the next steps soon.
- Exterior Sign Replacement Update - Motion to pay for the exterior sign out of our General Fund as opposed to the EveryLibrary fund was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- EveryLibrary Update - Information was shared during the Cash and Bills Disbursement portion of the meeting.

## **7. NEW BUSINESS**

- Director Posting Changes - There was a discussion about adjusting the salary to the range of \$50,000 to \$53,000 to attract additional candidates, as well as including a sign-on bonus. Additional revisions and suggestions were shared and changes were made. The deadline was extended until April 12.
- Library/Depot Room Election Policy - Alaina Kwiatkowski will work with Candy DeHaan, township clerk, to determine an appropriate policy that works for both parties. A draft of the policy will be developed.
- RFID Technology Proposal - Motion to approve the purchase of three RFID pads with a cost of up to \$3,000 using the EveryLibrary fund was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- DeWeerd & VanDyke Proposals - Alaina Kwiatkowski would like to know if funds from EveryLibrary can be used to pay for the repairs/replacements before moving forward.
- Alaina Kwiatkowski made a motion to go into closed session at 6:46 which was supported by Kathy VanZandbergen. A roll call vote was taken: 5 yeas, 0 nays. The motion passed.
- Library CD Fund - The CD matures on April 9. Motion to extend our CD fund for another six months was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

## **8. BOARD MEMBER COMMENTS**

- none

## **9. ADJOURNMENT**

A motion was made by Alaina Kwiatkowski and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 7:05 PM.