



# Patmos Library of Jamestown, Michigan

## **MINUTES MEETING OF THE BOARD OF TRUSTEES November 29, 2017**

### **CALL TO ORDER**

The meeting was called to order by President Deb Fridsma at 5:34 PM at the Patmos Library located at 2445 Riley Street, Jamestown, MI 49427.

### **Roll Call**

Present: Director Stephanie Rogers, Deb Fridsma, Marcia Frobish, Marcia Pluim, John Strick, Dick Patmos, and Ben Miller

### **MOTION TO EXCUSE ABSENT MEMBERS**

A motion was made by Marcia Frobish and supported by Dick Patmos to excuse absent members.

### **APPROVAL OF AGENDA**

A motion was made by Marcia Frobish and supported by Larry Walton to approve the Agenda of November 29, 2017. The motion passed.

### **MINUTES**

A motion was made by Marcia Pluim and supported by John Strick to approve the Minutes of the October 18, 2017 board meeting.

### **PUBLIC COMMENT**

None

### **RESERVED TIME**

None

### **BILLS & TREASURER'S REPORT**

Library Tax ID has not been acquired. As of this date, Treasurer, Marcia Frobish has not yet received \$5690.00 from the Township Board for reimbursement.

A request for a subsidy from the Township Board will most likely be less for next year. Presently, the Library Board has not used all of the \$30,000 but will itemize all bills for the Township budget meeting.

### **DIRECTOR'S REPORT**

A. Copy Machine

Director Stephanie Rogers recommends Noordyk Business Equipment. This will include a new copier, three new copiers, a five year contract, and service. The service agreement includes: accessibility to six service technicians, the ability to cancel service after one year, a 5% increase for yearly maintenance, and a buy-out amount of \$7180.00

Total Cost: \$400.50 per month for five years.

A motion was made to proceed to a lease agreement for a new copier and three printers from Noordyk Business Equipment. The motion passed.

B. Library Statistics

There has been a 56% increase in children's programming in comparison to last year.

C. Meijer Proposal

Director Stephanie has written a five level project proposal for Meijer's consideration. Copies of the proposal were to the board members.

D. New Additions

Fire safe, No Thru Traffic Sign, Monthly Newsletter, Monthly New Book List.

E. Community Service

The Library is currently having Food for Fines, in which the library accepts non-perishable food items for fines. 1 item = 10 cents.

Toys for Tots, which is sponsored by the U.S. Marines is also set up in the front lobby near the Whistle Stop.

F. Almost Completed: Updated Library Staff Manuals

Policy Manual completed.

Staff Manual will be completed by the fiscal year.

Depot Room Technology almost finished with Nick H. waiting on a the piece to fit the new projector onto the mount.

G. Purchase of new computer monitors for staff pc's as recommended by Nick H. at estimated \$350-\$400.00 for five.

H. Patmos Library Virtual Tour Project for Website

A motion was made by Larry Walton to approve spending \$120.0 for a Virtual Tour of the Patmos Library. Motion tabled until next month's meeting.

**UNFINISHED BUSINESS**

Alarm Systems –Director Stephanie Rogers is going to pursue three more quotes for a new library alarm system which will include 2 outside cameras.

Stephanie will also plan to meet with the Sheriff over security recommendations.



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## **NEW BUSINESS**

None

## **BOARD MEMBER COMMENTS**

None

## **MOTION TO ADJOURN**

A motion was made by Marcia Frobish and supported by Dick Patmos to adjourn the meeting. The motion passed. Adjournment at 7:30pm.

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President

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Secretary