

# Patmos Library

Minutes for November 21, 2022

## 1. CALL TO ORDER

The meeting was called to order by President Larry Walton at 6:30 PM. All members were present.

Approval of Agenda

Motion was made by Marcia Frobish and supported by John Strick to approve the agenda of the November 21, 2022 meeting. The motion passed.

## 2. MINUTES

A motion to approve the minutes of the regular Board Meeting on October 10, 2022 was made by Marcia Frobish and supported by Angela Rodenhouse. The motion passed.

## 3. PUBLIC COMMENTS

### Comments made by:

Tricia Kryda  
Carol Dawe - Lakeland Library Cooperative  
Sierra Bakoka  
Maria Fabre  
Donna DeWeerd  
Natalie Frias  
Sidney Kam - non-resident  
Beth Buning  
Sara Elzinga - Hudsonville resident  
Sandra Talsma  
Dean Smith  
Anonymous - Jamestown resident  
Lynn Dornbush  
Sara  
Max - non-resident  
Becky  
Mary  
Donna Rotman  
Betsy Hansen  
Aaron Duby - Hudsonville resident  
Matt

## 4. RESERVED TIME

Larry Walton made a couple of comments on behalf of the YES committee (signs were stolen, misinformation on Vote No flyer, closing date, and new library trustee start date).

Anne Seuryneck addressed legal parameters that a public library board must abide. She referenced First Amendment Rights written in the Constitution.

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

Motion to approve the bills and cash disbursement for October was made by Deb Fridsma and supported by Angela Rodenhouse. The motion passed.

A draft of the projected budget for 2023-2024 was discussed. Marcia summarized the information. Motion to approve the draft of 2023-2024 library budget was made by John Strick and supported by Angela Rodenhouse. The motion passed.

The projected date for the closure of the library is September 2024.

#### **6. DIRECTOR'S REPORT**

- October statistics reported comparisons from 2021-2022. There was a slight decrease in foot traffic and a slight increase in material circulation.
- Switching to the Ring system (two cameras for inside and two spotlight battery cameras for outside) would save money. The cost is approximately \$1,000 total cost including installation. Ring is approximately \$10 per month. Motion to approve the estimated cost of \$1000 to purchase the Ring system was made by Marcia Frobish and supported by John Strick. The motion passed.
- DHE was called to repair the heating system (cost of \$287.50) and proposed replacing additional parts with an estimated cost of \$1,000+. Kaitlyn will investigate as to whether or not it is necessary or recommended.
- There is a new hire for part-time circulation and a potential candidate for adult librarian. Open positions remain for director and cataloging.
- New TV monitors have been installed.

#### **7. UNFINISHED BUSINESS**

- Director Selection Update - The posting is effective until November 30. Larry will contact potential candidates to seek continued interest and report on next steps.
- Depot Community Room Policy Review - postponed till December

#### **8. NEW BUSINESS**

- FOIA - Policy Update was given by Anne Seuryneck. A motion to adopt the Resolution to Approve FOIA Procedures and Guidelines, A Written Public Summary and Detailed Itemization was made by Marcia Frobish and supported by Angela Rodenhouse. Roll call vote: 6 Yeas and 0 Nays. The motion passed.

#### **9. BOARD MEMBER COMMENTS**

- Larry suggested that the hourly rate of the circulation assistant be increased to reflect the current economic state and ultimately to be competitive.

#### **10. ADJOURNMENT**

A motion was made by Marcia Frobish and supported by John Strick to adjourn. The motion passed. Adjournment at 8:21 PM.

# Proposed Library Budget For Fiscal Year 2023-2024

		2023-2024
<b>INCOME</b>		<b>Proposed</b>
Taxes		193,725.34
Delinquent Taxes		\$ 100.00
State Grant - Library		\$ 6,817.24
Library Grants		\$ -
Penal Fines		\$ 28,439.57
Fines		\$ 750.00
Interest		\$ 100.00
Property Hall Rental		\$ 1,000.00
Materials Rental		\$ 1,500.00
Reimbursements		\$ 200.00
Donations		\$ 1,200.00
Additional Income		
Transfer IN - (TWP) General Fund		\$ -
Transfer IN - General 949		\$ 64,630.85
<b>Annual TOTALS</b>		<b>\$ 298,463.00</b>
CIP Fund - Kids Enrichment 949		\$ -
CIP Fund - Depot Remodel 949		\$ -
CIP Fund - Self-Checkout & RFID Conversion 949		\$ -
CIP Fund - Outreach 949		\$ -
CIP Fund -Technology 949		\$ -
CIP Fund - User Thanks 949		\$ -
CIP Fund - Adult Librarian Desk 949	Dedicated adult librarian area	
CIP Fund - Collection Overhaul 949	video games and genre	
CIP Fund - Electronic Resources 949	Hoopla, language learning	
CIP Fund - Building Improvement 949	Paint, Acrylic	
CIP Fund - Lawyer Policy Manual Overhaul	Separating Eployee/patron, ensuring it is all legally sound	\$ 10,000.00
CIP Fund - Electronic Signage	Two Indoor	
CIP Fund - General 949	transfer \$67,000 into income	\$ (74,630.85)
SAVINGS-Non-Operating		
<b>Overall TOTALS</b>		<b>\$ 233,832.15</b>

# Proposed Library Budget For Fiscal Year 2023-2024

EXPENSES	FY 2023-2024
	Proposed
Salaries	\$ 150,000.00
Social Security Taxes	\$ 4,060.00
Medicare Taxes	\$ 1,771.00
Employer Pension Plan	\$ 7,500.00
Supplies	\$ 10,000.00
Books	\$ 34,500.00
Computers	\$ 6,532.00
Contracted Services	\$ 32,000.00
Insurance	\$ -
Workman's Comp	\$ 3,000.00
Accounting Services	\$ 2,000.00
Auditing Services	\$ 600.00
Legal Services	\$ -
Miscellaneous	\$ 3,500.00
Programming	\$ 14,000.00
Repairs & Maintenance	\$ 7,000.00
Utilities	\$ 15,000.00
Telephone	\$ 7,000.00
Sign Fund	\$ -
<b>Annual TOTALS</b>	<b>\$ 298,463.00</b>