



Patmos Library of Jamestown, Michigan

MINUTES Meeting of the Board of Trustees April 12, 2018

CALL TO ORDER

The meeting was called to order at 6:04 PM by President Deb Fridsma at the Patmos Library located at 2245 Riley St., Jamestown, Mi.

Roll Call: Present Director Stephanie Harrington, Deb Fridsma, Larry Walton, Marcia Frobish, Marcia Pluim, Dick Patmos, and John Strick.

Excusing Absent Members:
All Board of Trustees were present.

APPROVAL OF THE AGENDA

A motion was made by Marcia Frobish and supported by Dick Patmos to approve the Agenda of the April 12, 2018 Library Board meeting. The motion passed.

APPROVAL OF THE MINUTES

A motion was made by Marcia Frobish and supported by Larry Walton to approve the Library Board Minutes of March 15, 2018. The motion passed.

PUBLIC COMMENT

None

RESERVE TIME

None

TREASURER'S REPORT

A motion was made by John Strick and supported by Larry Walton to approve the Treasurer's Report. The motion passed.

A financial document prepared by library accounting firm was given to the Library Board members that contained the financial report for the 2017-2018 Fiscal Year.

DIRECTOR'S REPORT

- Amend 2018-2019 Budget with added CIP Funds – The Proposed Library Budget for FY 2018-2019 handout was given to the Trustees.
- CIP Technology Fund \$19,970.33 (20%)

- CIP General Fund \$79, 881.33
- Total: \$99,851.66
- Depot Room Update (carpet & paint estimates) – Director Stephanie gave estimates from: HH& WRC pgs. 1085-1090 (6), Mike Rose pgs. 45-46 (2). Board suggested looking at other sources such as Carpet Bonanza, Lowes, Home Depot, Advanced Interiors Painting, and Bissell Painting.
- Adult Winter Reading Statistics (BOOK BINGO): 26 Adult sign-ups, 11 finishers
- Book Sale Reminder: Set up date is 4/21 @ 12:00 pm.
- Meijer Project Update: Meijer is still considering our proposal.
- Food Truck Update: Larry Walton suggested a budget of \$900.00 for the Summer Reading Program food and refreshments. A motion was made by Larry Walton and supported by Dick Patmos to approve the \$900.00 for the Summer Reading Program food and refreshments. The motion passed. A suggestion of Unlimited Ice package for three hours of service for \$400.00 was considered.
- Website Annual Costs (Weebly): A motion was made by Marcia Frobish to include the Business package for the website for \$25.00 per month, \$300 annually. The motion was supported by Dick Patmos and passed.
- Summer Reading Kick-Off Sign-Ups: The SRP Kick-Off Sign-Up Session will be held in the Depot Room on Saturday June 9, 2018 from 10:00am-1:00pm.
- Library Operating Statistics
 - Door Count: 2017 – 1740 2018 – 1779
 - Internet Users: 2017 – 85 2018- 81
 - Check-Outs: 2017- 3839 2018- 4369

UNFINISHED BUSINESS

A Board member suggested that the Policy Manual review be broken into smaller sections for the next month meeting. Pages 1-11 were suggested for review. Reconsiderations, questions, and recommendations will be addressed at the May 17, 2018 Board Meeting.

NEW BUSINESS

- A handout from TEAM LIFE was considered for purchase of the defibrillator for the library. A discussion was had as to cost, insurance, township purchase.
- A discussion was had to consider an amendment to the Policy Manual for a uniform Maternity Policy and pay questions for the library. Director Stephanie agreed to research other libraries maternity policies, including the Lakeland Library Cooperative.

BOARD MEMBER COMMENTS

None

ADJOURNMENT

A motion for Adjournment was made by Dick Patmos and supported by Marcia Frobish to adjourn the meeting. The motion passed. Adjournment was at 7:20 PM.



Patmos Library of Jamestown, Michigan

President

Secretary