



# Patmos Library of Jamestown, Michigan

## **MINUTES** **Special Meeting of the Board of Trustees** **August 17, 2017**

### **CALL TO ORDER**

The meeting was called to order by President Deb Fridsma at 6:00pm at the Patmos Library located at 2445 Riley St., Jamestown, Michigan.

Roll Call: Present: Director Stephanie Rogers, Deb Fridsma, Marcia Frobish, Marcia Plum, and Dick Patmos.

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

A motion was made by Marcia Frobish and supported by Dick Patmos to excuse absent members Larry Walton and John Strick. The motion was passed.

### **APPROVAL OF THE AGENDA**

A motion was made by Marcia Frobish and supported by Dick Patmos to approve the agenda for the August 17, 2017 meeting. The motion passed.

### **APPROVAL OF THE MINUTES**

A motion was made by Marcia Frobish and supported by Dick Patmos to approve the July 13, 2017 Minutes. The motion passed.

### **PUBLIC COMMENT**

None

### **RESERVE TIME**

NONE

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

Discussion was had concerning the Library accounts and the Township overseeing them as well as communications between Director Stephanie Rogers and Treasurer Marcia Frobish.

A motion was made by Dick Patmos and supported by Marcia Frobish to approve the Treasurer's report. The motion passed.

### **DIRECTOR'S REPORT**

Summer Reading Statistics- Kids Total Sign-Ups: 807, Kids Total Finishers: 494

Library Statistics: Door Count: July 2017: 3721 June 2017: 3398 9.5% increase  
Internet Usage: July 2017: 86 June 2017: 83 3.6% increase

Website Development Update:

Rikki has completed the following website pages:

- Children's Dept.
- Facility Rental Policy
- Board of Trustees
- Events
- Library Pictures (Current)
- Lake Library Cooperative Information
- Jamestown Township

LED Lights Installation:

There were concerns that some of the lights were not working properly but the lights on the inside of the building were fixed. Director Stephanie Rogers is currently waiting for estimates on the hanging fixtures.

Jason from Deweerd & Van Dyke was also called to evaluate the lights and get the sign running.

Community Room:

Nick Heimler Consulting will begin updating Community Room technology.

Copy Machine:

Applied Imaging Estimates:  
Color, B&W machine-60 month lease at \$71.25 per month  
Cash: \$3395.00

Shannon with Innovative Landscaping Estimates:

Minor grading or re-sloping sod installation - \$1600.00  
OR  
1-2 inch stone, 15 year weed mat, minor grading, soil, sand, mulch, and rock delivery - \$1,125.00

Deweerd & Van Dyke- Repairing Outdoor Lights

Estimate: \$1400-\$2000 to complete soffit lighting project.

Hours of Operation Survey Results:

Tabled until September 6, 2017 meeting.

Director Stephanie Rogers, Youth Services Librarian Amber McLain, and Library Assistant Rachel Bredweg completed the painting of the Chalkboard walls in the Children's Dept.

Genealogy Corner/Teen Room project:

Director Stephanie Rogers has developed a room plan to be accomplished with



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donations.

## Rescheduling of Meeting Dates:

Marcia Frobish will develop an email survey for board members to complete.

## October 13 Trustee Alliance Workshop

All board members are encouraged to attend.

## Shirley Bruursema

Shirley will attend the next board meeting time that she has available. Director Stephanie Rogers will be in correspondence to set an official visit date. She will not be attending the September 6, 2017 meeting.

## **UNFINISHED BUSINESS**

A motion was made by Marcia Frobish and supported by Dick Patmos to request the accounting firm of Deboer & Goodyke to handle the Library's financial account in the future. The motion passed.

## **NEW BUSINESS**

None.

## **BOARD MEMBER COMMENTS**

None.

## **MOTION TO ADJOURN**

A motion was made by Dick Patmos and supported by Marcia Frobish to adjourn the meeting. The motion passed with adjournment at 7:00pm.

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President

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Secretary