

# Patmos Library

## Minutes for April 10, 2023

### 1. CALL TO ORDER

The meeting was called to order by President Kathy VanZandbergen at 6:30 PM. All board members were present.

Approval of Agenda

Motion to amend the agenda by adding a closed session after the discussion of the Public Relations Policy was made by Kathy VanZandbergen and supported by Alaina Kwaitkowski. The motion passed.

Motion to approve the agenda for the April 10, 2023, meeting was made by Marcia Frobish and supported by Alaina Kwaitkowski. The motion passed.

### 2. MINUTES

Motion to approve the minutes of the March 6, 2023, board meeting was made by Betty Besteman and supported by Larry Walton. The motion passed.

### 3. PUBLIC COMMENTS

**Comments made by:**

Donna Rotman  
Kindra Davidson  
Carrie Irwin  
Tricia Kryda  
Kaitlin McLaughlin  
Leslie Kwaitkowski  
Lynn Dornbush  
Aron Duby  
Carol Dawe  
Tammy VanderMolen

### 4. RESERVED TIME

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

March financials will be reported and reviewed at our May board meeting.

### 6. DIRECTOR'S REPORT

- March statistics included comparisons from 2022. There was an increase in foot traffic and all material circulation. Of note, digital circulation showed a significant increase (29.6%).
- Both the children's and adult services have been well attended.
- Staff continues to weed our collection to find contributions to our May Book Sale.
- We continue to seek volunteers to help out at the May Book Sale.

### 7. POLICY COMMITTEE REPORT

- Motion to approve the Public Relations Policy was made by Alaina Kwaitkowski and supported by Marcia Frobish. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.

- Motion to go into closed session was made by Kathy VanZandbergen and supported by Marcia Frobish. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to approve the Responsibility for Selection A & B was made by Betty Besteman and supported by Alaina Kwaitkowski. A roll call vote was taken (Yea: 3 Besteman, Kwaitkowski & VanZandbergen, Nay: 3 Frobish, Walton, Fridsma). The motion failed.
- Motion to approve the General Principals Part C & D was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to approve the Specific Principles for Selection was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to approve the Selection Aids was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to approve the Appendix A Addition was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to approve the Patron Behavior Policy was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to approve the Library Violations Enforcement Policy was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to amend existing policies to the Policy Committee to include a referral to the Library Violations Enforcement Policy was made by Alaina Kwaitkowski and supported by Larry Walton. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.

#### **8. UNFINISHED BUSINESS**

- Director Position Update - Position is open until April 30.
- Weirda Family Donation - Larry has been in contact with the family and has not heard back from them. Larry will report back next month with an update.
- Parking Lot Lighting - Larry will present at the May township board meeting to ask the township to help add lighting to our parking lot.
- Budget - Carol Dawe will present information on book budgets from surrounding Class 3 libraries at our May meeting.
- Staff/Director Duties - Marcia informed the board regarding bonus options per our accountant. Motion to add a \$2.75 bonus on top of hourly wages for each employee for performing director duties was made by Alaina Kwaitkowski and supported by Deb Fridsma. The motion passed.
- Millage - Discussion was held regarding timing of millages (pros and cons).
- Mango Languages - Discussion will be revisited in the fall.
- Fines - Carol will double check if the changes have been made in the Lakeland system.

#### **9. NEW BUSINESS**

#### **10. BOARD MEMBER COMMENTS**

- Marcia will create emails for board members to post on the website.
- Donated book from community member will be given to staff.

#### **11. ADJOURNMENT**

A motion was made by Kathy VanZandbergen and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 8:52 PM.