

# Patmos Library

## Meeting of the Patmos Board of Trustees

Minutes for August 12, 2024

6:00 PM

### 1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:00 PM. Motion to excuse Larry Walton was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

Approval of Agenda

Motion to approve the agenda of the August 12, 2024, board meeting was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

### 2. MINUTES

Kathy VanZandbergen asked that a line regarding the Personnel Committee working with Jamie Jewell to draft a job description under New Business be removed as well as the role clarified from Interim director to Library Manager.

Motion to approve the amended minutes of the special board meeting on July 18, 2024, was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

### 3. PUBLIC COMMENTS

**Comments made by:**

None

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

Motion to approve the July bills and cash disbursement was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

### 5. LIBRARY REPORT

- July statistics included comparisons from 2023. There was a significant increase in foot traffic, another significant increase in digital circulation and a significant increase in physical circulation.
- Children and adult programming continue to be well attended.
- There were 586 Summer Reading registrants with a completion of 192.
- The director shared many upcoming opportunities for both children and adults.
- Study room plans are moving forward. The door has been ordered. Next steps include painting and ordering chairs.
- Wireless printing will be moved this week to a more convenient place for both patrons and staff members.
- Library of Things - The Children's Museum pass has been purchased. All other items have been purchased and are in the process of being cataloged. Library staff is working on all the details of circulation.
- Literacy backpacks are also in the process of being cataloged.

### 6. UNFINISHED BUSINESS

- Library Manager Update - Jamie Jewell shared the requirements of a Class 3 library in the state of Michigan, specifically sharing that there must be a directors position working at least 30 hours a week. This is required for state aid as well as a requirement for being a member of the Lakeland

Library Cooperative. The Personnel Committee drafted a job description for a Library Administrative Director. The position will be posted on Indeed. Motion to approve the job description of the Library Administrative Director was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

- Interim Director Pay - Marcia Frobish suggested that we pay Jamie Jewell a minimum of \$25 per hour in the role of Interim Director. Motion to approve an hourly rate of \$26 for Jamie Jewell while she serves as the Interim Director for the duration of her position effective at the start of the next pay period was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.
- Website Update - Alaina Kwiatkowski shared that the website company (LocalHop) she has been in contact with gave her the quote of a base charge of \$30,900 to rebuild and redesign our website. In addition it quoted a \$3,390 yearly subscription which includes website support, hosting and training. This will satisfy the non-compliant issues and will keep us well within the timeline based on our signed agreement. Alaina Kwiatkowski will sign the contract.
- Parking Lot Update - Larry Walton communicated with the township and the parking lot painting will move forward. Apologies were made to the owner and staff of The Little Dipper regarding the disappointing interactions between our former library director and the staff at The Little Dipper.

#### **4. NEW BUSINESS**

- Library Nonfiction Area Update Proposal - Jamie Jewell shared the vision for the improvement of the adult nonfiction area. The collection needs a comprehensive weeding and updating. She requested \$7,000 from the EveryLibrary fund to help fund that project. Motion to approve up to \$7,000 from the EveryLibrary fund to update the adult nonfiction area as well as all books purchased during the span of that project to be paid for by EveryLibrary was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- Personnel Committee and Interim Director Role Clarification - A discussion was held to clarify the roles of each.
- Book Prizes Discussion - Betty Besteman questioned if the books used as prizes for the Summer Reading program could be labeled with topics. The librarians present at the meeting suggested that the parents could research the books in our catalog and/or ask a librarian about the topics. The information on every prize book is available if the parent would like it.

#### **5. BOARD MEMBER COMMENTS**

- Kathy VanZandbergen thanked Kylie, the children's librarian, for all the time, effort and work that went into the Summer Reading program.

#### **6. ADJOURNMENT**

A motion to adjourn was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed. Adjournment at 6:57 PM.