

Patmos Library

Minutes for December 11, 2023

6:00

1. CALL TO ORDER

The meeting was called to order by President Kathy VanZandbergen at 6:00 PM.

Approval of Agenda

Motion to approve the agenda of the December 11, 2023, meeting was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

2. MINUTES

Motion to approve the minutes of the board meeting on November 13, 2023, was made by Larry Walton and supported by Marcia Frobish. The motion passed.

3. PUBLIC COMMENTS

Comments made by:

none

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Motion to approve the November bills and cash disbursement was made by Betty Besteman and supported by Larry Walton. The motion passed.

Marcia presented a draft of the 2024-2025 fiscal year budget. Alaina Kwiatkowski gave several suggestions for change. Discussion was held. Alaina Kwiatkowski motioned to approve the amended budget with a total of \$305,600 for the 2024-2025 fiscal year. Larry Walton supported the motion. There was a roll call vote: 6 yeas and 0 nays. The motion passed.

Alaina Kwiatkowski made a motion to use \$3,600 from the EveryLibrary fund to cover Hoopla costs for the rest of the fiscal year. Marcia Frobish supported the motion. The motion passed.

5. LIBRARY REPORT

- November statistics included comparisons from 2022. There was a slight decrease in foot traffic, another significant increase in digital circulation, an increase in internet usage, an increase in physical circulation and a slight decrease in reference questions.
- The collection continues to grow as well as the addition of labels to our physical collections.
- The children and adult programming continue to be well attended.
- Upcoming children and adult programs were presented.
- Jamie Jewell presented several ideas for library improvement.

- Lighting - Motion to approve Option 2 on the lighting proposal (using \$1,025 from the EveryLibrary fund) was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

- Depot Room Furniture - Discussion was tabled.

- Carpet Cleaning - Motion to approve carpet cleaning service for \$1,460 coming from EveryLibrary fund was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

- Deep Cleaning - Jamie will look for companies and quotes for deep cleaning, specifically interior window cleaning.
- Interior Painting - The discussion was tabled.
- Exterior Sign - Motion to approve the purchase of a new digital sign from Vanadco Signs (Option 1) for the amount of \$28,590 using funds from the EveryLibrary fund was made by Alaina Kwiatkowski and supported by Larry Walton. Motion passed.
- HotSpots - Jamie will purchase 11 additional hotspots and switch providers to Mobile Beacon.
- TumbleBooks - Alaina suggested finding money in our current book budget to purchase these.
- Beanstack - Motion to approve the purchase of Beanstack Plus Program for a one year trial using funds from EveryLibrary in the amount of \$1,324 was made by Kathy VanZandbergen and was supported by Marcia Frobish. The motion passed.
- Community Need Survey - Jamie will present a draft of a Community Needs Survey at a later date.

6. PERSONNEL COMMITTEE

- Betty Besteman reported that there is an open position that will be filled internally on a trial basis.
- Employee reviews are in process.
- The committee continues to work on the employee handbook.
- Motion to add the following: *If a listed holiday falls on a Sunday, the Saturday preceding the library will be closed* to our policy manual under Holiday Closings was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.
- Marcia Frobish asked the committee to discuss pay raises, specifically looking at length of service, and asked that they be done consistently.

7. NEW BUSINESS

- Kathy VanZandbergen inquired about our engagement letter with Foster-Swift Seyferth, LLC, from last year. Kathy will check into the cost going forward.
- Kathy VanZandbergen will contact Linda Lamers to gather data to determine retroactive holiday pay due employees per the policy approved November 2, 2021.
- Kathy VanZandbergen reminded the board that the election of officers will be held at our January meeting.

8. BOARD MEMBER COMMENTS

- Kathy VanZandbergen wished all in attendance a Merry Christmas and a Happy New Year.

9. ADJOURNMENT

A motion was made by Kathy VanZandbergen and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 7:30 PM.