

# Patmos Library

## Minutes for January 8, 2024

6:00

### 1. CALL TO ORDER

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

#### Nominations/Elections of Officers

- Motion to approve Alaina Kwiatkowski as President was made by Kathy VanZandbergen and supported by Betty Besteman. Roll call vote: 5 yeas, 0 nays. Motion passed.
- Motion to approve Betty Besteman as Vice President was made by Kathy VanZandbergen and supported by Alaina Kwiatkowski. Roll call vote: 5 yeas, 0 nays. Motion passed.
- Motion to approve Deb Fridsma as Secretary was made by Kathy VanZandbergen and supported by Betty Besteman. Roll call vote: 5 yeas, 0 nays. Motion passed.
- Motion to approve Marcia Frobish as President was made by Kathy VanZandbergen and supported by Betty Besteman. Roll call vote: 5 yeas, 0 nays. Motion passed.

#### Approval of Agenda

Motion to approve the agenda of the January 8, 2024, 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 December 11, 2023, was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

### 3. PUBLIC COMMENTS

**Comments made by:**

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

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

### 5. LIBRARY REPORT

- December statistics included comparisons from 2022. There was an increase in foot traffic, another significant increase in digital circulation, an increase in internet usage, an increase in physical circulation and a decrease in reference questions.
- The collection continues to grow as well as the addition of labels to our physical collection.
- The children and adult programming continue to be well attended.
- Upcoming children and adult programs were presented.
- The State Aid form is in progress and slated to be finished on time.
- The exterior sign design is being finalized.
- Hotspots have been ordered and will be tested when they arrive before making them available to patrons.

## **6. PERSONNEL COMMITTEE**

- A new Circulation Assistant started December 20 with a review planned in 30 days.
- Motion to approve changes to the Employee Handbook based on recommendations by our lawyer with the following changes effective February 2024 was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
  - Delete “religious remarks” in section 2.3
  - Add “no make up time is allowed in cases of tardiness or no-shows” in section 5.1
  - Add “and/or Board President” anytime the Library Director is stated
  - Add “or parents/guardians of minor cardholders with a signed consent form” to section 5.12
  - Delete “Vehicles” in the title of section 6.11
  - Add “machines or tools” to section 6.11
  - Change “Do not represent yourself as an official spokesperson for the Library or represent your views as the official views of the Library” to “All other employees must not represent themselves as official spokesperson for the Library or represent your views as the official views of the library” in section 8.1
  - Add “opening and closing procedures” to section 5 Employment Practices
  - Unstrike “The Library’s Social Media policy applies to you whenever using social media, including when you are not at work, not on work time, or using your own personal computer or electronic device” in section 8.3

## **7. UNFINISHED BUSINESS**

- Seyferth PR - We are choosing not to renew our contract with them.
- Holiday pay retroactive- Linda Lamers is working on completing this task.

## **8. NEW BUSINESS**

- Director Position - A few changes were made to the job posting and will be posted soon. Motion to approve the updated Library Director job description including a maximum budget of \$500 to use for posting purposes was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.
- 2024 Board Meeting Dates and Times - Motion to approve 2024 monthly board meetings to take place on the second Monday of each month starting at 6:00 was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
  - January 8
  - February 12
  - March 11
  - April 8
  - May 13
  - June 10
  - July 8
  - August 12
  - September 9
  - October 14
  - November 11
  - December 9

## **9. BOARD MEMBER COMMENTS**

- Betty Besteman shared her appreciation to Kathy VanZandbergen for her service as Board President.
- Alaina expressed her gratitude for the work of the board members.

**10. ADJOURNMENT**

A motion was made by Alaina Kwiatkowski and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 7:10 PM.