

# Patmos Library

## Minutes for June 12, 2023

### 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.

Approval of Agenda

Motion to approve the agenda for the June 12, 2023, meeting was made by Marcia Frobish and supported by Alaina Kwiatkowski. The motion passed.

### 2. MINUTES

Kathy VanZandbergen reviewed the minutes of May 8.

Motion to approve the minutes of the May 8, 2023, board meeting was made by Marcia Frobish and supported by Alaina Kwiatkowski. The motion passed.

### 3. PUBLIC COMMENTS

**Comments made by:**

Tricia Kryda

Becky VanDyk

Jesse Dilman

### 4. RESERVED TIME

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

Motion to approve the April and May bills and cash disbursement was made by Deb Fridsma and supported by Betty Besteman. The motion passed.

### 6. DIRECTOR'S REPORT

- May statistics included comparisons from 2022. There was an increase in foot traffic, physical material circulation, digital circulation, internet usage and reference questions.
- June offerings/opportunities for both children and adult were shared.
- Patmos Library joined Overdrive as an Advantage member in May and it is now available for all patrons to use.
- Hoopla has given board members a trial membership to review. Jamie explained the services included as well as pricing. Jamie will consult the representative regarding questions asked by the board and report out next month.
- Wowbrary is up and running and newsletters will continued to be emailed. Patrons are encouraged to sign up.

### 7. UNFINISHED BUSINESS

- A circulation, shelver/assistant and a youth services position have been filled.
- We have contracted with a company that will do background checks for new hires. Policy committee will work on a policy regarding background checks.
- Parking lot lighting discussion has been tabled until next month when Larry can report.
- Overnight parking issue has been addressed by posting a sign. Notes on cars can also be used.
- Millage was discussed.

## **7. NEW BUSINESS**

- Kathy shared her take aways on the community survey. Based on the survey, it was a small sample size. Marcia suggested sending a community survey via mail as well as an informational flyer. Marcia will look into costs.
- Marcia shared information regarding staff benefits. Healthiest You was the option shared. This is used by Lakeland. A few staff members are interested in this option.
- Marcia proposed a pay raise for Jamie to reflect her work performance and work load. Motion to approve a pay increase for Jamie Jewell was made by Betty Besteman and supported by Marcia Frobish. Motion passed.

## **8. BOARD MEMBER COMMENTS**

- The township has secured three different companies to do lawn service at different locations. Spring clean up is not included. Kathy has been in contact with a landscaper who is drawing up a plan to present to the board.
- Alaina asked for everyone to switch over all emails to the Patmos Board emails.

## **9. ADJOURNMENT**

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