

# Patmos Library

## Minutes for March 6, 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 approve the agenda for the March 6, 2023, meeting was made by Marcia Frobish and supported by Alaina Kwaitkowski. The motion passed.

### 2. MINUTES

A motion to approve the minutes of the February 9, 2023, board meeting was made by Marcia Frobish and supported by Larry Walton. The motion passed.

### 3. PUBLIC COMMENTS

#### Comments made by:

Tricia Kryda  
Karen DeKracker  
Lynn Dornbush  
Ron VanZiedvelt  
Dorothy  
Barb

### 4. RESERVED TIME

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

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

We revisited the draft of our budget that was approved by the board in November 2022. Discussion was held.

### 6. DIRECTOR'S REPORT

- February statistics included comparisons from 2022. There was a significant increase in foot traffic and all material circulation.
- Ring (security system) has been installed and the library is completely switched over. Digital footage is saved for at least a month.
- DHE gave us an estimate to repair our heating system in the amount of \$1,350. It was recommended to have this done by fall of this year as it is considered a necessary repair.
- Parking lot falls under the responsibility of the township regarding an additional light in the parking lot. Communication will continue through the township.
- Our Noordyk contract (printers) has been renewed.
- Adult programming is going well with many opportunities for community members.
- Youth services opportunities are also going well.
- Rob from Mango Languages proposed a contract. Normal rate is \$1,200 per year and is offering a discounted rate of \$1,000 through the month of March. The board asked for statistics before making a decision. Kaitlin will inquire if the discount can be extended.

- Finalization of the ending of fines (in the computer system) should be completed by the end of the month.

## **7. POLICY COMMITTEE REPORT**

- Motion to approve the revised Depot Room Policy was made by Alaina Kwaitkowski and supported by Betty Besteman. The motion was approved.
- Motion to approve the revised Vacation Policy was made by Alaina Kwaitkowski and supported by Betty Besteman. The motion was approved. Paid holiday was also discussed.
- Motion to table the approval of the Collection Policy and Appendix A was made by Larry Walton and supported by Deb Fridsma. The motion passed. (Yea: 4, Nay: 2)

## **8. UNFINISHED BUSINESS**

- Motion to approve the revised Director's Job posting was made by Kathy VanZandbergen and supported by Marcia Frobish. The motion passed.
- Motion to approve the amended Patmos Board of Trustees Bylaws Article IV - Officers was made by Kathy VanZandbergen and supported by Alaina Kwaitkowski. The motion passed.
- Larry has been in contact with the Weirda family and continues to discuss ways to acknowledge their donation.
- Larry reported back on fees for using a recruiter to help us hire a director. The recruiter suggested finding an interim and/or co-interim director. It was decided to not move forward with a recruiter due to cost.
- Future board meeting dates were discussed. Motion to approve the change in meetings dates to the second Monday of the month starting at 6:30 for the month of April and then at 6:00 through the end of the calendar year was made by Alaina Kwaitkowski and was supported by Deb Fridsma. Motion passed.

## **9. NEW BUSINESS**

- Kaitlin will resume her position as Youth Services. Kathy provided a list of duties that need to be filled in the absence of a director. Duties have been divided. Discussion was held on how to compensate staff on extra duties. Staff substitutes were also revisited.
- A library survey was discussed. Jamie, the adult librarian, drafted a survey for community members regarding Program and Collection (Adult).
- Staff would like to have a large book sale on a Friday and Saturday with the hope that community members would be able to facilitate it. Date was set for May 5 and 6. Set up will be Thursday, May 4 from 6:00-8:00 PM. Volunteers are needed and will be posted on the website as well as the front counter.

## **10. BOARD MEMBER COMMENTS**

## **11. ADJOURNMENT**

A motion was made by Kathy VanZandbergen and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 8:07 PM.