

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for May 13, 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 Deb Fridsma was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

Approval of Agenda

Motion to approve the agenda of the May 13, 2024, meeting with the change of moving up Library Insurance Policy discussion to after Public Comments was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

2. MINUTES

Motion to approve the minutes of the board meeting on April 8, 2024, was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

3. PUBLIC COMMENTS

Comments made by:

Mary Humphrey

4. LIBRARY INSURANCE POLICY

An agent from Decker Agency discussed a possible policy. Many other libraries in Michigan use their services. We will ask to see the whole policy and get a quote on the cyber coverage.

Motion to table a vote regarding Library Insurance until our next meeting was made by Alaina Kwiatkowski and supported by Larry Walton.

5. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Marcia Frobish reported that we have a healthy bank account and suggested we do what we can to support the staff and patrons.

Motion to approve the April bills and cash disbursement as well as the updated budget was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

6. LIBRARY REPORT

- April statistics included comparisons from 2023. There was a significant increase in foot traffic, another significant increase in digital circulation, an increase in physical circulation, and slight decreases in both internet usage and reference questions.
- Wowbrary Renewal - We will renew Wowbrary for another year and hope to increase the number of patrons subscribing.
- LibraryAware Software - Motion to approve a year-long trial of LibraryAware to be paid for by EveryLibrary was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Patron Survey Results - Motion to approve the purchase of VoxBooks (based on survey results) for up to \$1000 to be paid for by EveryLibrary was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

- Staff will need help during the first week of the summer reading program. Kylie will email the board and others asking for help.
- There is a new Lakeland app by BiblioCommons that allows access to the library catalog. Some features (like self-checkout) are not working yet, but will hopefully be working soon.

7. UNFINISHED BUSINESS

- Director Selection Update - We will interview two candidates on May 20 at 6pm and 7pm. Questions to ask the candidate were discussed. There will be a special meeting notice (for a meeting to start at 5:30 in the library and move into the Depot room at 6:00 PM).
- Overnight Parking & Reserved Spots - Motion to approve the painting of the parking lot based on the quote by Grand Rapids Parking Lot Painters of \$570 was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed. Larry will contact the painters to get the lot painted, hopefully at a time when the library is closed so the lot doesn't have to be closed to patrons.
- ADA Complaint Update - We will wait to do any training until a director is in place. Then the director and a couple of board members will be trained on auditing the website. The complaint will be signed in July (or later), per recommendations. The audit will need to happen within three months of the signed complaint and the fixes will have to happen within six months of the signed complaint. Alaina is working with lawyers and other experts to make sure we are in compliance.

8. NEW BUSINESS

- Library Staffing Update - We will be down to four staff members as of May 29, so the current staff is taking on extra responsibilities and hours to keep the library running smoothly. The shelver position is currently open until May 19. There have been many applicants so the Personnel Committee will review them and hopefully hire someone soon.
- Library Newsletter Update/Discussion - The board newsletter doesn't have much in it that's not already in the minutes, so we are putting that aside for now. If a new director wants to continue putting one out, we will encourage that and have a board section so patrons know how to contact us.
- Bulletin Board Policy - When we updated the policy, the paragraph with the old language was not removed so there are currently two conflicting policies. Motion to remove the old language paragraph of the Bulletin Board Policy was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Library Display Policy - This should be updated to include a staff portion and a patron portion. Alaina Kwiatkowski will work with Anne, our library lawyer, to get the staff portion completed soon. We will discuss this at our next meeting

8. BOARD MEMBER COMMENTS

- none

9. ADJOURNMENT

A motion was made by Alaina Kwiatkowski and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 7:40 PM.