

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for October 14, 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 Larry Walton was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

Approval of Agenda

Motion to approve the agenda of the October 14, 2024, meeting was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

2. MINUTES

Motion to approve the minutes of the board meeting on September 9, 2024, was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

3. PUBLIC COMMENTS

Comments made by:

none

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

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

CD Renewal - Marcia Frobish renewed the CD maintaining the same percentage rate (2.5%) for another six months.

5. LIBRARY REPORT

- September statistics included comparisons from 2023. There was a significant increase in foot traffic, another significant increase in digital circulation, and an increase in physical circulation.
- Book labeling project continues.
- Children and adult programming continue to be well attended.
- Interior Painting Proposal - Jamie Jewell shared two proposals to review. She will get updated quotes to discuss next month.

6. UNFINISHED BUSINESS

- Website Project Update - Jamie Jewell shared that the website project is still in the preliminary stages although it is moving forward. Staff continues to be trained and attend weekly meetings.

7. NEW BUSINESS

- Library Towing Company - Kylie Luciano shared the need for signage indicating that a car will be towed if left in the parking lot for an extended period of time. The township will contact possible towing companies to work with.
- Library Administrative Director Interviews - The board interviewed two candidates. A discussion was held and details regarding pay, hours and performance reviews were decided. Motion to extend an offer (contingent upon passing a background check) for the role of Library

Administrative Director to a candidate at a rate of \$21 per hour working 30 hours a week including a 30 and 90 day performance review as well as a six month salary review was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

8. BOARD MEMBER COMMENTS

9. ADJOURNMENT

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