

# Patmos Library

## Minutes for October 9, 2023

### 1. CALL TO ORDER

The meeting was called to order by President Kathy VanZandbergen at 6:00 PM. All members were present.

Approval of Agenda

Motion to approve of minutes of the October 9, 2023, meeting was made by Betty Besteman and supported by Larry Walton. The motion passed.

### 2. MINUTES

Motion to approve the minutes of the board meeting on September 11, 2023, was made by Larry Walton and supported by Betty Besteman. The motion passed.

### 3. PUBLIC COMMENTS

**Comments made by:**

None

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

The board was asked to decide on next steps for a CD that is expiring. Motion to renew the CD for a six month period was made by Betty Besteman and supported by Marcia Frobish. Motion passed.

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

Marcia shared a comment that was made from the August township board meeting regarding our finances that may have been misleading. She asked Ben (our township liaison) to clarify the information at the next board meeting.

### 5. LIBRARY REPORT

- September statistics included comparisons from 2022. There was a decrease in foot traffic, another significant increase in digital circulation, an increase in internet usage, a slight decrease in physical circulation and a significant decrease in reference questions.
- The collection continues to grow as well as the addition of labels to our physical collections.
- The children and adult programming continue to be well attended.
- Upcoming children and adult programs were presented. The addition of both a new Babytime and a new Family Storytime were highlights.
- Jamie provided us information regarding Creativebug, an offering from Lakeland Library Cooperative.

### 6. MILLAGE COMMITTEE REPORT

- Alaina Kwiatkowski shared that the first mailer to voters should be in mailboxes tomorrow (October 10).
- The bookmark that will be handed out at the library was discussed. A few changes were made. Motion to approve the bookmark with changes was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

- The second mailer was reviewed and discussed. Suggestions were made for revision. Motion to approve the second mailer (with revisions) using \$3,000 from the Everyday Library fund was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

#### **8. PERSONNEL COMMITTEE**

- Betty shared potential changes to our Personnel Policy based on recommendations from an attorney at Foster Swift. Motion to strike the existing Organization and Hiring Process sections of our Policy Manual and replace it with the new library Personnel Policy was made by Betty Besteman and supported by Kathy VanZandbergen. The motion passed.

#### **9. NEW BUSINESS**

- Creativebug Online Program was discussed. At this point, we are going to pass on the opportunity.

#### **9. BOARD MEMBER COMMENTS**

- Kathy asked those in attendance to submit questions regarding the millage to any board member as she is planning to compile a FAQ to be posted on the website.
- Alaina Kwiatkowski reiterated that the passing of the millage is essential in keeping the Lakeland Library Cooperative which allows the library to function as it currently does.

#### **10. ADJOURNMENT**

A motion was made by Kathy VanZandbergen and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 6:33 PM.