

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for November 21, 2022

6:30 PM

1. CALL TO ORDER

The meeting was called to order by President Larry Walton at 6:30 PM. All members were present.

Approval of the Agenda: Motion was made by Marcia Frobish and supported by John Strick to approve the agenda of the November 21, 2022 meeting. The motion passed.

2. MINUTES

A motion to approve the minutes of the regular Board Meeting on October 10, 2022 was made by Marcia Frobish and supported by Angela Rodenhouse. The motion passed.

3. PUBLIC COMMENTS

Comments made by:

Tricia Kryda, Carol Dawe - Lakeland Library Cooperative, Sierra Bakoka, Maria Fabre, Donna DeWeerd, Natalie Frias, Sidney Kam - non-resident, Beth Buning, Sara Elzinga - Hudsonville resident, Sandra Talsma, Dean Smith, Anonymous - Jamestown resident, Lynn Dornbush, Sara, Max - non-resident, Becky, Mary, Donna Rotman, Betsy Hansen, Aaron Duby - Hudsonville resident, Matt

4. RESERVED TIME

- Larry Walton made a couple of comments on behalf of the YES committee (signs were stolen, misinformation on Vote No flyer, closing date, and new library trustee start date). Anne Seurnyck addressed legal parameters that a public library board must abide. She referenced First Amendment Rights written in the Constitution.

5. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Motion to approve the bills and cash disbursement for October was made by Deb Fridsma and supported by Angela Rodenhouse. The motion passed.

A draft of the projected budget for 2023-2024 was discussed. Marcia summarized the information. Motion to approve the draft of 2023-2024 library budget was made by John Strick and supported by Angela Rodenhouse. The motion passed.

The projected date for the closure of the library is September 2024.

6. LIBRARY REPORT

- October statistics reported comparisons from 2021-2022. There was a slight decrease in foot trac and a slight increase in material circulation.
- Switching to the Ring system (two cameras for inside and two spotlight battery cameras for outside) would save money. The cost is approximately \$1,000 total cost including installation. Ring is approximately \$10 per month. Motion to approve the estimated cost of \$1000 to purchase the Ring system was made by Marcia Frobish and supported by John Strick. The motion passed.
- DHE was called to repair the heating system (cost of \$287.50) and proposed replacing additional parts with an estimated cost of \$1,000+. Kaitlyn will investigate as to whether or not it is necessary or recommended.
- There is a new hire for part-time circulation and a potential candidate for adult librarian. Open positions remain for director and cataloging.
- New TV monitors have been installed.

7. UNFINISHED BUSINESS

- Director Selection Update - The posting is effective until November 30. Larry will contact potential candidates to seek continued interest and report on next steps.
- Depot Community Room Policy Review - postponed until December

8. NEW BUSINESS

- FOIA - Policy Update was given by Anne Seurnyck. A motion to adopt the Resolution to Approve FOIA Procedures and Guidelines, A Written Public Summary and Detailed Itemization was made by Marcia Frobish and supported by Angela Rodenhouse. Roll call vote: 6 Yeas and 0 Nays. The motion passed.

9. BOARD MEMBER COMMENTS

- Larry suggested that the hourly rate of the circulation assistant be increased to reflect the current economic state and ultimately to be competitive.

10. ADJOURNMENT

A motion was made by Marcia Frobish and supported by John Strick to adjourn. The motion passed. Adjournment at 8:21 PM.

11. PROPOSED LIBRARY BUDGET (FISCAL YEAR 2023-2024)

INCOME	PROPOSED
Taxes	\$193,725.34
Delinquent Taxes	\$100
State Grant – Library	\$6,817.24

Library Grants	-
Penal Fines	\$28,439.57
Fines	\$750
Interest	\$100
Property Hall Rental	\$1,000
Materials Rental	\$1,500
Reimbursements	\$200
Donations	\$1,200
Additional Income	-
Transfer IN – (TWP) General Funds	-
Transfer IN – General 949	\$64,630.85
ANNUAL TOTALS	\$298,463
CIP Fund – Kids Enrichment 949	-
CIP Fund – Depot Remodel 949	-
CIP Fund – Self-Checkout & RFID Conversion 949	-
CIP Fund – Outreach 949	-
CIP Fund – Technology 949	-
CIP Fund – User Thanks 949	-
CIP Fund – Adult Librarian Desk 949 (Dedicated adult librarian area)	-
CIP Fund – Collection Overhaul 949 (Video games and genre)	-
CIP Fund – Electronic Resources 949 (Hoopla, language learning)	-
CIP Fund – Building Improvement 949 (Paint, acrylic)	-
CIP Fund – Lawyer Policy Manual Overhaul (Separating employee/patron, ensuring it is all legally sound)	\$10,000
CIP Fund – Electronic Signage (Two indoor)	
CIP Fund – General 949 (Transfer \$67,000) into income	\$(74,630.85)
SAVINGS – Non-operational	
OVERALL TOTALS	\$233,832.15
Expenses	Proposed
Salaries	\$150,000
Social Security Taxes	\$4,060
Medicare Taxes	\$1,771
Employer Pension Plan	\$7,500
Supplies	\$10,000
Books	\$34,500
Computers	\$6,532
Contracted Services	\$32,000
Insurance	-
Workman's Comp	\$3,000
Accounting Services	\$2,000

Auditing Services	\$600
Legal Services	-
Miscellaneous	\$3,500
Programming	\$14,000
Repairs & Maintenance	\$7,000
Utilities	\$15,000
Telephone	\$7,000
Sign Fund	-
Annual TOTALS	\$298,463