

# Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for February 9, 2023

6:00 PM

## 1. CALL TO ORDER

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

Approval of Agenda

Motion to amend the agenda to reflect the following changes to New Business: add a closed session after the Criminal Background Check Policy under New Business, switch the order of Appendix A and Parental Responsibility policy, move the Amendment to Board by-Laws Article IV-Officers to after Criminal Background Check policy, and add the Ottawa County Safety Report was made by Kathy VanZandbergen and supported by Alaina Kwiatkowski. The motion passed.

## 2. MINUTES

A motion to approve the minutes of the regular Board Meeting on January 9, 2022 was made by Marcia Frobish and supported by Alaina Kwiatkowski. The motion passed.

## 3. PUBLIC COMMENTS

Comments made by:

Tricia Kryda  
Aaron Duby  
Becky VanDyk  
Tammy VanderMolen  
Ron V.

## 4. RESERVED TIME

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

Marcia suggested we think about how we might recognize our large donors (Weirda family and Nora Roberts).

Motion to approve the bills for January was made by Betty Besteman and supported by Alaina Kwiatkowski. Roll call vote was taken. The motion passed (Vote - Yea: 6 Nay: 0).

Motion to approve the cash disbursement for January was made by Betty Besteman and supported by Alaina Kwiatkowski. Roll call vote was taken. The motion passed (Vote - Yea: 6 Nay: 0).

## **6. DIRECTOR'S REPORT**

- January statistics included comparisons from 2022. There was a significant increase in foot traffic and all material circulation.
- Kaitlin shared suggestions made by Noordyk representative regarding our library printers and contract renewal options. Motion to approve the proposal to renew the contract from Noordyk for our largest printer only which will be approximately \$231.15 per month (including service and ink) was made by Betty Besteman and supported by Larry Walton. The motion passed.
- Many activities are available for patrons of all ages and have been well attended and participation has been high.
- Summer Reading program planning is in process. It's off to a great start!
- Ring (security system) has been installed and staff is almost completely trained. Installation of a few extra cameras have now been installed. We are completely switched over to Ring. Betty inquired if the data will be stored. The plan is in process to make that happen.
- Last month, DHE gave us an estimate to repair our heating system in the amount of \$1,350. Kaitlin will be following up on this to see if it is a necessity or a recommendation.
- Library monitors have been installed and are working.

## **7. POLICY COMMITTEE REPORT**

- Motion to approve the revised Depot Room Policy was made by Marcia Frobish and supported by Larry Walton. The motion was approved.
- Motion to refer the Depot Room Policy back to the Policy Committee was made by Betty Besteman and supported by Alaina Kwaitkowski. The motion passed.
- Motion to approve the revised Patron Policies: Delinquent, Lost or Damaged Items Policy effective as soon as reasonable was made by Larry Walton and supported by Alaina Kwaitkowski. The motion passed.

## **8. UNFINISHED BUSINESS**

- Director Selection Update - Discussion was held regarding the candidates.
  - Motion to discontinue discussion with current candidates and repost the director's position (using Carol Dawe's assistance) as soon as possible with an end date of April 30, 2023, was made by Deb Fridsma and supported by Betty Besteman. The motion passed.
  - Larry will contact Carol Dawe regarding the possibility of hiring a recruiter to help us with the director search.
- Staff Substitute
  - Kathy inquired about the possibility of acquiring a substitute for staff illness or vacations. The director will follow up with recent applicants regarding interest.

## **9. NEW BUSINESS**

- Millage discussion was held. Many possibilities and scenarios were presented by board members and discussed.
- There is a change in next month's meeting day and time. We will be meeting on Monday, March 6 at 6:30 PM.

- Motion to refer the creation of a Criminal Background Check Policy to the policy committee was made by Alaina Kwaitkowski and supported by Marcia Frobish. Motion passed.
- Alaina delivered the Notification of Intent to Amend Patmos Board of Trustees Bylaws Article IV - Officers. It will be voted on at our March meeting.
- Deputy Davis from Ottawa County provided us with a Crime Prevention Through the Environmental Design Report. Based on that report, Larry shared his thoughts regarding outside lighting near staff parking. He proposed that the director investigate the possibility of installing a dual light on the existing light pole. This would light up the staff parking area and improve safety.
- Motion to go into closed session to discuss an Attorney Client Privilege Written Legal Opinion was made by Kathy VanZandbergen and supported by Larry Walton. The motion passed (Vote - Yea: 6 Nay: 0).
- Motion to refer the Teen Room Policy, Collection Development Policy, Parental Responsibility Policy and Appendix A was made by Alaina Kwaitkowski and supported by Larry Walton. Motion passed.
- Motion for the creation of a Media Policy was made Betty Besteman and supported by Alaina Kwaitkowski. The motion passed.

## **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 8:28 PM.