

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for February 12, 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 Larry Walton and supported by Betty Besteman. The motion passed.

Approval of Agenda

Motion to approve the agenda of the February 12, 2024, meeting with the addition of door counter discussion 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 January 8, 2024, was made by Larry Walton and supported by Kathy VanZandbergen. The motion passed.

3. PUBLIC COMMENTS

Comments made by: none

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Marcia Frobish reported that funds from EveryLibrary were not used to pay for the lights by DeWeerd, but will remedy that. She also shared that a CD is coming due in April.

EveryLibrary administration fees are \$5000 for 2024.

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

5. LIBRARY REPORT

- January statistics included comparisons from 2023. There was an increase in foot traffic, another significant increase in digital circulation, an increase in internet usage, physical circulation and in reference questions.
- The collection continues to grow as well as the addition of labels to our physical collection.
- Children and adult programming continue to be well attended.
- Upcoming children and adult programs were presented.
- Motion to approve a community survey with the following changes: eliminate "mark only one oval" when there are more than two options and add the option for more specific

details to question number 17 was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

6. PERSONNEL COMMITTEE

- The Employee Handbook update is now finished.
- The committee is close to finishing employee evaluations.

7. UNFINISHED BUSINESS

- Director Selection Update - There are approximately 20 applicants through Indeed, as well as one candidate that reached out via director's email. Motion to extend the search to March 31 was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.
- Alaina Kwiatkowski will contact Carol at Lakeland Library Cooperative about filling out the form required for State Aid in the absence of a director.
- Motion to increase our advertising budget to \$1,000 was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Motion to accept Option C for the exterior sign replacement from Adams Remco with the quoted price of \$29,850 was made by Larry Walton and supported by Betty Besteman. The motion passed.

8. NEW BUSINESS

- Motion to approve changes to our Hoopla monthly subscription (10 borrows reduced to 8 with a cap price of \$2.99 per item) was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.
- Our Teen Room has broken and/or outdated furniture that needs replacing. Jamie proposed some changes to improve the space. Motion to approve a refresh budget of \$2,400 (using the EveryLibrary fund) was made by Larry Walton and supported by Alaina Kwiatkowski. The motion passed.
- Some of our computers are broken and/or outdated. Our IT Consultant, Heimler Consulting, made some recommendations. Motion to approve spending up to \$10,000 (using the EveryLibrary fund) to improve technology based on recommendations was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- A review of Holiday Closures 2024 was discussed. Motion to close the library on Monday, December 23, 2024, at 6:00 PM was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- Documentary Project Discussion - The board has reservations about participating in the documentary after looking at other works by the filmmaker. Alaina Kwiatkowski will reach out to our lawyer to see what has to be allowed as well as the filmmaker to give stipulations.
- It was decided to change from a monthly newsletter to a quarterly newsletter to keep Jamestown residents informed about what is happening at the library.
- Our door counter has been malfunctioning and completely stopped working. Motion to approve spending up to \$1,000 (using the EveryLibrary fund) to replace the door counter was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

9. BOARD MEMBER COMMENTS

- Marcia Frobish informed the board that there was a leak from the fire system. FirePros will be making repairs that the township has approved.

10. ADJOURNMENT

A motion was made by Alaina Kwiatkowski and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 7:03 PM.