

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for April 8, 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 Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

Approval of Agenda

Motion to approve the agenda of the April 8, 2024, meeting with the addition of Linda's Retirement under New Business was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

2. MINUTES

Motion to approve the minutes of the board meeting on March 11, 2024, with the following changes: under #4, change "things" in first sentence to "Operational Expenses," under #4, change "my" in the last sentence to "Marcia's" and under #7, first bullet, add after adjusting the salary "to the range of \$50K to \$53K" was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

3. PUBLIC COMMENTS

Comments made by: none

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Marcia Frobish adjusted the budget per last month's discussion and included the deposit of taxes which were \$1,000 less than expected. EveryLibrary is happy to pay for Lakeland, MLA and other fees as well as expenses that directly affect the collection, but not capital improvements like lights.

Motion to approve the March bills and cash disbursement as well as the updated budget was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

5. LIBRARY REPORT

- March statistics included comparisons from 2023. There was an increase in foot traffic, another significant increase in digital circulation, an increase in physical circulation, and slight decreases in both internet usage and reference questions. The door count (foot traffic) may be a little high due to the new counter's sensitivity.
- The collection continues to grow as well as the addition of labels to our physical collection.

- The children and adult programming continue to be well attended. The solar eclipse party had about 70 attendees. Jamie Jewell plans on hosting the quilt month display again next year.

6. UNFINISHED BUSINESS

- Director Selection Update - The deadline to apply is Friday. The board discussed 14 current candidates and plan to extend an invitation for a Zoom interview to two candidates at this point. This initial process will be conducted by the Personnel Committee. The next round of interviews will be in person and will include the public and staff. There will be a meeting on Monday, April 15 at 5:30 PM to discuss new candidates. The Personnel Committee will be setting up interviews, determine how to include staff and the public in the process, and decide who will contact references.
- Exterior Sign Replacement Update - The process is moving along. Kathy VanZandbergen will pick out the paint color this week.
- Library/Depot Room Election Policy - The policy was given to the board for review at the meeting. Marcia Frobish asked to add the word “only” to the second sentence, after “Library staff will reserve the Depot room for election use.” Motion to add this policy to the policy manual after the Depot Room Policy was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

7. NEW BUSINESS

- Boiler Maintenance - Library will be closed on May 28 to allow this to happen.
- Overnight Parking & Reserved Spots - People are parking in the staff spots for days at a time. Larry Walton will look into having five spots painted with “reserved for staff” and the other spots painted with “reserved for patrons.” If that doesn’t help, we could possibly put up metal signs. Alaina Kwiatkowski will draft a note for the staff to place on any cars that stay parked there for multiple days.
- Hoopla - Despite monthly checkouts decreasing from 10 to 8, we are still significantly over our Hoopla budget. Options were discussed to continue offering the service to our patrons. Motion to decrease our monthly checkouts to six and deposit \$15,000 to our account to be paid for by EveryLibrary was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Early Literacy Kits - The 12 kits we currently have are getting old. Since these kits are checked out often, there is a demand for more. Motion to approve the purchase of 12 kits, chosen by library staff and paid for using EveryLibrary monies was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.
- Depot Room Rental Query - The Girl Scouts would like to use our room for their monthly meetings. Per our policy, there will be no fee since they are a 501c(3) group.
- Linda Lamer’s Retirement - After 25 years, Linda has decided to retire. She does not want a party, but the board is encouraged to visit the library on April 30, her last day, to thank her for her service.

8. BOARD MEMBER COMMENTS

- none

9. ADJOURNMENT

A motion was made by Alaina Kwiatkowski and supported by Betty Besteman to adjourn. The motion passed. Adjournment at 7:18 PM.