

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for May 8, 2023

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 by moving Public Comment and Reserved Time to after New Business was made by Kathy VanZandbergen and supported by Larry Walton. The motion passed.

Motion to approve the agenda for the May 8, 2023, meeting was made by Alaina Kwaitkowski and supported by Marcia Frobish. The motion passed.

2. MINUTES

Motion to approve the minutes of the April 10, 2023, board meeting was made by Marcia Frobish and supported by Larry Walton. The motion passed.

3. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Motion to approve the March bills and cash disbursement was made by Alaina Kwaitkowski and supported by Betty Besteman. The motion passed.

4. DIRECTOR'S REPORT

- April statistics included comparisons from 2022. There was a slight decrease in foot traffic and physical material circulation. Of note, digital circulation showed a significant increase (21.5%).
- Survey results were shared with the board and summarized. Expanding our digital collection came out as a top priority.
- May offerings/opportunities for both children and adult were shared.
- The staff is experiencing an issue with the RFID tagging system. The tagging software isn't always accurate. Staff is looking at purchasing new pads (hardware) to read the RFID tags at an estimated cost of \$3,000.
- The website has been updated for easier navigation. A newsletter is a new feature. The community survey is also available until the end of May.
- Book Sale profited \$307.
- Fines Free Policy was enacted as of April 25, 2023.

5. POLICY COMMITTEE REPORT

- Motion to approve the revised Teen Room Policy was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.
- Motion to add the Violations Clause to the Depot Room and Internet Use Policies was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion was approved.

6. UNFINISHED BUSINESS

- Book Purchasing - There have been many requests which will be addressed during a policy meeting next week.
- Wowbrary is a digital subscription service that will automatically generate the new list of purchased books (including colored cover and summary) at a cost of \$375 (annual fee). This service will be purchased and added to our website.
- Book purchasing oversight was discussed again.
- We currently have two open positions including Circulation and Youth Services. There are a few applicants and interviews will be soon with circulation as a priority.
- Director Position Update - Motion to suspend our search for director was made by Alaina Kwaitkowski and supported by Betty Besteman. A roll call vote was taken (Yea: 6, Nay: 0). The motion passed.
- Weirda Family Donation Update - Their name will be added to the donation board (train track). We will also recognize significant donations made by Nora Roberts as well as General Electric with their names on the board.
- Parking Lot Lighting - Larry will present at the May township board meeting to ask the township to help add lighting to our parking lot.
- Marcia shared a concern about overnight parking. Possible solution to add another sign indicating no overnight parking was discussed.
- Millage Update - Betty suggested sharing what changes have been made in the newsletter to inform the community.

7. NEW BUSINESS

8. PUBLIC COMMENTS

Comments made by:

Laurie VanHaitsma
Tricia Kryda
Jesse Dilman
Lynn Dornbush
Tammy VanderMolen
Leslie Kwaitkowski
Sara

9. RESERVED TIME

Carol shared information about library budgets.

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 7:59 PM.