

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for July, 10 2023

1. CALL TO ORDER

The meeting was called to order by President Kathy VanZandbergen at 6:00 PM.

Approval of Agenda

Motion to add donation board update to Unfinished Business as well as fire alarm to New Business to the agenda for the July 10, 2023, meeting was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

2. MINUTES

Motion to approve the minutes of the June 12, 2023, board meeting was made by Betty Besteman and supported by Marcia Frobish. The motion passed.

3. PUBLIC COMMENTS

Comments made by:

Tricia Kryda
Mary DeVree
Jesse Dilman

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Motion to approve the June bills and cash disbursement was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

5. LIBRARY REPORT

- June statistics included comparisons from 2022. There was an increase in foot traffic, digital circulation, internet usage and reference questions and a slight decrease in physical circulation.
- Summer reading program continues to go well.
- Adult programs have been well attended for the most part.
- New Youth Services Librarian, Kylie Luciano, began work on June 26.
- Jamie shared the Hoopla sales representative responses to board questions.
- Wowbrary newsletter members continue to grow slowly.
- Jamie summarized some of the facility issues that have come up including the venting (work was approved by the township board), our non-working irrigation system and the lack of fire alarm notice.

6. MILLAGE

- Kathy VanZandbergen appointed Alaina, Marcia and herself to be on the advisory Millage Committee.
- Millage timeline was discussed. Motion to approve moving forward with a renewal for five years was made by Larry Walton. A roll call vote was taken: 3-3 (yeas - Walton, Fridsma, Frobish, nays - Besteman, Frobish, VanZandbergen). Motion failed. Motion to approve moving forward with a renewal for one year was made by Alaina Kwiatkowski. A roll call vote was taken: 3-3 (yeas - Besteman, Frobish, VanZandbergen; nays - Frobish, Walton, Fridsma). Motion failed.

7. POLICY COMMITTEE REPORT

- Motion to replace the current Confidentiality policy with the new one was made by Alaina Kwiatkowski. Roll call vote was taken: 6-0. Motion passed.
- Motion to approve the Social Media policy was made by Alaina Kwiatkowski. Roll call vote was taken: 6-0. Motion passed.

8. UNFINISHED BUSINESS

- Larry reported on the parking lot lighting issue and presented a quote. A compromise was presented to have the staff working on the late nights to park closer to the building. Motion to approve adding a new additional fixture on an existing pole at the library was made by Larry Walton. A roll call vote was taken: 3-3 (yeas - Frobish, Fridsma, Walton; nays - VanZandbergen, Kwiatkowski, Besteman). The motion failed.
- A company that was contracted through the township will be maintaining the landscaping of the library grounds as well as doing a clean up.
- Motion to approve the purchase of Hoopla services (month-to-month basis using Everyday Library Fund) was made by Larry Walton. A roll call vote was taken: 5-1 (yeas - Frobish, Walton, Fridsma, Besteman, VanZandbergen; nays - Kwiatkowski). The motion passed.
- Healthiest You benefit was discussed. A motion to approve the offering of Healthiest You benefit to all staff members with those not accepting receiving a stipend equal to cost of the benefit was made by Marcia Frobish and supported by Larry Walton. The motion passed.
- Larry shared the finished products for our donation board to recognize our highest contributors.
- Marcia suggested raises for two staff members based on work performance and longevity. Motion to approve a raise for a librarian was made by Kathy VanZandbergen and supported by Larry Walton. The motion passed. Motion to approve a raise for a circulation assistant/cataloguer was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed. Marcia suggested we come up with set standards with consequences for employees. This was referred to the Policy Committee.

9. NEW BUSINESS

- The fire alarm issue was discussed. Legal responsibility was also discussed. Moving forward, Jamie will consult with the company to determine either a cost for replacement or some type of repair. In addition, Larry suggested contacting Nick (our IT guy) for advice

and direction. Anne S. also suggested contacting the township and/or fire department about the issue.

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 7:31 PM.