

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for September 9, 2024

6:00 PM

1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:00 PM. All members were present.

Approval of Agenda

Motion to approve the agenda of the September 9, 2024, meeting 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 August 12, 2024, was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

3. PUBLIC COMMENTS

Comments made by: none

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

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

Marcia Frobish will contact Huntington Bank regarding the procedure of transferring names on a CD that is coming due on October 7, 2024, given the uncertainty of future board members based on the election.

5. LIBRARY REPORT

- August statistics included comparisons from 2023. There was an increase in foot traffic, another significant increase in digital circulation, and an increase in physical circulation.
- Book labeling project continues.
- Children and adult programming continue to be well attended.
- Jamie Jewell shared many upcoming opportunities for both children and adults.
- The study room project continues to progress including door installation this week. Signage and furniture have been ordered. An announcement will be posted when it is open for public use.
- Staff is working with the Lakeland Cooperative Cataloging Manager to create bibliographic records for the Library of Things items and are working to create procedures for circulation.

6. UNFINISHED BUSINESS

- Library Manager Update - Several resumes have been submitted for the position. The Personnel Committee will set up initial interviews soon.
- Website Update - Alaina Kwiatkowski shared that Steps 1 & 2 of the agreement have been completed. She met with website contractors to discuss and plan next steps. The goal for the new website to be ready is by the first week of December 2024.

7. NEW BUSINESS

- Library Fire System Township Update - Laurie VanHaitsma, township supervisor, shared that the township is working with Riverside to move the process forward.
- Beanstack Subscription Renewal - Kylie Luciano, Children's Librarian, shared data collected regarding the use of Beanstack for the summer reading program. Based on the data, she shared that it was well liked and used by patrons, helpful and appreciated by staff, provided useful statistics, and can be used for children and adult reading clubs. Motion to renew the Beanstack subscription for 2025 using EveryLibrary funds was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- Building Power Washing - Jamie Jewell shared that the exterior of the building could use a power washing to greatly improve the appearance of the building, especially near the entrance. Motion to approve up to \$5,000 for exterior power washing and interior and exterior window washing was made by Alaina Kwiatkowski and supported by Deb Fridsma. The motion passed.

8. BOARD MEMBER COMMENTS

- none

9. ADJOURNMENT

Marcia Frobish thanked Larry Walton for his work in getting the parking lot painted. Jamie Jewell also thanked him on behalf of the library staff.

A motion to adjourn was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed. Adjournment at 6:26 PM.