

# Patmos Library

Special Meeting of the Patmos Board of Trustees

Minutes for February 25, 2025

6:00 p.m.

## 1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:00 p.m. Supported by Betty Besteman. The motion passed. All present.

Approval of Agenda

Motion to approve the agenda of the February 25, 2025, meeting was made by Alaina Kwiatkowski and supported by Donna Rotman. The motion passed.

## 2. MINUTES

Motion to approve the minutes of the board meeting on January 13, 2025, was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

## 3. PUBLIC COMMENTS

Comments made by: none.

## 4. NEW BUSINESS

Discussion, Amendment, and Approval of the Adult Services and Head Librarian Job.

- Edits were made to the Patmos Library Adult Services & Head Librarian Job Description document as follows:
- Duties: #9- "fiction" was removed from the first sentence.
- Duties: #10- removed "adult services"
- Duties: #12- wording revised to: "Assists at the Circulation Desk as needed"
- Duties: #14- edit "libraries" to singular
- Physical Demands- #3 on vision requirements removed.
- Education and Experience: #1 added "beneficial but not required."
- Education and Experience: #4- removed entirely.
- Education and Experience: added "Candidates with a connection to the Jamestown or Hudsonville community is beneficial but not required".
- Salary range: \$19-\$23 hourly. Offer commensurate based on experience.

- Job posting will reference paid sick time and holiday pay. Vacation time available. Some Saturday and evening work required.
- Motion to accept the revised Patmos Library Services and Head Librarian job description made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.
- Bonuses are to be given to Jordan and Kylie at \$21 per hour when they work this position. The Library Administrative Director will determine how to track their hours worked specifically in this role.
- The job posting will be posted tomorrow and requires applications due by March 26. Applicants are required to include a cover letter, resume, and 2-3 references. The responses will be provided to the Patmos Library board of trustees president and the library administrative director. Applications will be considered on a rolling basis until the position is filled. A motion to approve the job posting was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.
- The board of trustees agrees to pay for the job posting on Indeed. Board approves a maximum of \$500. Motion to approve the funding amount made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

#### Application Workflow Discussion

- A meeting notice will be posted tomorrow for the Personnel Committee, the Library Administrative Director, and the Youth Services Librarian to meet at 3:45 p.m. on Monday, March 3, to discuss applications received to date.
- This group will select and interview candidates. Zoom can be utilized for the candidates, but the interviewers must meet in person with public notice.
- Final interviews occur before the full Patmos Library Board of Trustees at a monthly open meeting.

## **5. BOARD MEMBER COMMENTS**

**Comments made by:** none.

## **6. ADJOURNMENT**

Motion to adjourn made by Alaina Kwiatkowski and supported by Donna Rotman. The motion passed.