

# Patmos Library

Meeting of the Patmos Board of Trustees  
Minutes for April 14, 2025  
6:30 p.m.

## 1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:30 p.m. All present.

Approval of agenda

A motion to amend the agenda 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 March 31, 2025, was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.

## 3. PUBLIC COMMENTS

None.

## 4. TREASURER'S REPORT

- The CD is in process of liquifying and moving to the library account.
- The library has received payment from the Jamestown winter taxes. Due to increased construction housing, the library received \$25,872.65 more than anticipated. This will reduce the money we expected to use from our savings to cover the budget shortfall for 2025-2026 of \$40,200.

- A motion to approve the March bills and cash disbursements was made by Alaina Kwiatkowski and seconded by Sonja DeJong. The motion passed.

## **5. LIBRARY REPORT**

- Door Count for March, 2025 2,458, compared to March 2024 of 2,763
- Physical Digital
  - Circulation for March, 2025 4,909 2,607 (OverDrive: 1,971 | Hoopla: 636)
  - Circulation for March, 2024 5,225 2,702
- New Items Added 176
- Books Labeled (Not New) 1,567 Cumulative Total of Books Labeled 9,676
- Children's Services Report
  - Little Listeners Storytime In-Person 76
  - Play-Doh Playdate In-Person 54
  - Beginners Tae Kwon Do In-Person 51
- Adult Services
  - Mah Jongg-most popular activity in-person at 12
  - The Build Balance course begins again this week

## **6. POLICY COMMITTEE REPORT**

### **Depot Room Policy**

- No change for 501c3 organizations.
- Following discussion, a motion was made by Alaina Kwiatkowski to amend the 20% discount to Jamestown Township residents to rent the Depot Room to a 50% discount. (A six-hour rental is revised to \$50 instead of \$100). The motion was seconded by Bridgette Leyendecker. The motion passed.

## **7. UNFINISHED BUSINESS**

### **Part-Time Employee Vacation Benefits**

- The proposed proposal was discussed in detail.
- The rates in the table of 3 years of employment require math correction.
- It may be simpler to apply the rate for each year of service as follows for hours worked per week multiplied by:
  - 0-1 year: .03846
  - 1-2 year: .04230
  - 2-3 years: .04615
  - 3-4 years: .05000
  - 4-5 years: .05385
  - 5+ years: .05769
- The second page of the proposal did not have board consensus on (1)30 hours of vacation awarded upon hire and (2)rollovers without a cap.
- The Personnel Committee will finalize changes to the proposal and bring final recommendations to a future board meeting.

## 8. NEW BUSINESS

- Employee bonus approval for covering head librarian duties during vacant position
  - Kylie- \$4 additional per hr (32 hours) = \$128. Alaina Kwiatkowski made a motion to approve the additional payment of \$128. Seconded by Sonja DeJong. The motion passed.
  - Jordan- \$4 additional per hr (63.5 hours) = \$254. Alaina Kwiatkowski made a motion to approve the additional payment of \$254. Seconded by Sonja DeJong. The motion passed.
- Board Millage Discussion
  - The library will require a November special election for millage renewal.
  - The board notes a preference to renew future library millages in a midterm election year.
  - In order to correct the current inefficient millage expiration, this year's special ballot will request either a 1-year or 5-year renewal.
  - The library attorney will write the millage wording.

- The library will incur an \$8,000 fee for the special election.
- The board millage committee will meet in the next two weeks.

## **9. BOARD MEMBER COMMENTS**

None.

## **10. ADJOURNMENT**

A motion to adjourn the meeting at 7:08 p.m. was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.