

Patmos Library

Meeting of the Patmos Board of Trustees
Minutes for May 12, 2025
6:30 p.m.

1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:31 p.m. All present.

Approval of agenda

A motion to accept the amended agenda was made by Sonja DeJong and supported by Betty Besteman. The motion passed.

2. MINUTES

A motion to approve the minutes of the board meeting on April 14, 2025, was made by Betty Besteman and supported by Tahnee Mitchell. The motion passed.

3. RESERVED COMMENTS

The Library Board President provided the following comment:

The Patmos Library Board would like to address recent developments regarding our library staff.

The Library Board will not make comments about personnel issues or former staff members, but we do want to express our disappointment with the staff resignations that occurred on Friday.

We have always been and continue to be committed to ensuring a safe, respectful, and professional work environment—for both our employees and the public we serve. Our focus has and always will be on the good of this library, and with that in mind, we are pouring our efforts into rebuilding our team and reopening the doors.

We recognize that this transition will temporarily affect library operations, and we ask for your patience as we work quickly to stabilize staffing, maintain essential services, and ensure continuity in programming. Our commitment to transparency, public service, and a positive work environment remains unwavering.

We are thankful for the outpouring of support we have received and interest in our open library positions. We look forward to rebuilding a team that is committed to serving this community. In the meantime, we will continue to share updates and reopening plans through our website and official channels.

4. PUBLIC COMMENTS

Public comments were received by Jamestown and non-Jamestown residents. No spellings of names were provided, so names may not be totally accurate.

Kylie Luciano	Jordan Ramizes	Mary DeVries
Mandi Grasmeyer	Jean	Keith
Tricia Kryda	Mary Humphrey	Chad
Jordan Kazen	Jesse Dillman	Joel
Julie Fairchild	Ryan Bowman	Barb
Amanda Worth	Joy Heyboer	Jeff
Ethan Cooling	Dean Smith	Brad Windemuller
Joe Moss	Sharai Norcross	Aaron
Sara Crockett	Joyce Ploeg	Dillon

Susan Pell	Andy Wierda	Elliott
Carol Bronson	Marcia Probish	

5. TREASURER'S REPORT

- A motion to approve the April bills and cash disbursements was made by Alaina Kwiatkowski and seconded by Betty Besteman. The motion passed.

6. LIBRARY REPORT

- See attached.

7. NEW BUSINESS

- Hiring Policy Overview/Reminder
Alaina read parts of the hiring policy for the Library Board. The full policy is stated here:
The Library Director will inform the Library Board of the need for new staff. If the position needed is for a Youth Services Director or Adult Librarian, the Director along with the Personnel Committee of the Library Board, will begin the hiring process. Qualified candidates will be brought to the full Library Board for consideration. If the Director position needs to be filled, the Personnel Committee will begin the hiring process and will bring qualified candidates to the full Library Board for consideration. The Director and Library Board are responsible for hiring, supervision of, and termination of all other library employees.
- Interim Director Appointment
During the board's discussion concerning the remaining staff members, one of the key points raised was the necessity of leadership continuity. As a result, the conversation included a recommendation to appoint an interim director who would oversee ongoing operations and provide stability during the transitional period.

A motion was made by Alaina Kwiatkowski and supported by Betty Besteman that the Head Librarian and Adult Services employee assume the role of Interim Director. The motion passed.

- Open Positions Discussion
 - Among the positions reviewed, the roles of Library Assistant I and Library Assistant II were identified as critical for essential services and supporting daily functions such as circulation, patron assistance, and program implementation. These positions were not only prioritized but also recognized as ready to be posted without delay. The board noted that moving forward with posting these roles promptly would help address current staffing gaps, reduce strain on existing personnel, and work toward restoring the needs of the community effectively. Alaina Kwiatkowski made a motion to post these positions immediately. This motion was seconded by Betty Besteman. The motion passed.
 - Alaina Kwiatkowski made a motion that the rate for Library Assistant I is \$14 per hour and Library Assistant II is \$14.50. Betty Besteman supported the motion. The motion passed.
 - The board will hold off posting the remaining open positions until it is determined at a later meeting if any changes are needed.
- Interim Human Resources Manager Job Description

A motion to approve the Interim Human Resources Manager job description was made by Alaina Kwiatkowski and seconded by Tahnee Mitchell. The motion passed. (see below for description)
- Interim Human Resources Manager Hiring
 - In response to the recent staffing gap, an HR Specialist proactively reached out to offer temporary assistance to the library. The board took time to consider this offer and engaged in a discussion about the potential benefits and implications of bringing in this type of support at the current juncture. Board members evaluated the value such a temporary resource could bring in stabilizing operations, easing the workload on existing staff,

and helping to bridge the gap while longer-term staffing solutions are pursued.

- A motion to hire Brooke Rivard for the position of Interim Human Resources Manager, pending background check, at a rate of \$20 per hour, and with flexibility on hours of 20-32 hours per week was made by Alaina Kwiatkowski and seconded by Bridgette Leyendecker. A roll call vote followed with unanimous support. The motion passed.
- Seasonal Library Positions
 - With a continued focus on prioritizing the reopening of the library, the board discussed the importance of hiring seasonal staff to support the delivery of a summer reading program for patrons. Board members emphasized that bringing in temporary personnel would not only ensure the program could move forward successfully but also provide crucial support during a transitional period. This approach would allow the library to maintain essential services for the community while also creating the necessary time and flexibility to conduct a thorough and thoughtful hiring process for new permanent staff.
 - The seasonal employee rate is \$13 per hour.
 - A motion to approve the Seasonal Library Position Job Description was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.
 - A motion was made by Alaina Kwiatkowski and supported by Bridgette Leyendecker to allow the seasonal positions to be hired by the Interim Library Director and with the support of the Interim Human Resources Manager, without board approval.
 - A roll call vote followed with unanimous support. The motion passed.
- Summer Reading Program Discussion
 - As part of the discussion surrounding the upcoming Library Summer Reading Program, the board raised the important question of who would be responsible for planning and preparing the program. With current staffing limitations and ongoing hiring efforts, board members noted a

conscious effort is needed to organize a meaningful and engaging program for patrons. The board acknowledged that identifying a clear lead for the program was essential to ensure its successful execution and timely rollout.

- Betty Besteman, with the support of Bridgette Leyendecker, will take the lead on managing the creation of this year's summer program content. Summer staffing and volunteers will provide support.
- A suggestion by board members is to focus on the reading goal and prizes portion first. Additional programming can be added as time affords.
- Library Lock Changes
It was announced that the township is changing the locks tomorrow, May 13.

8. BOARD MEMBER COMMENTS

None.

9. ADJOURNMENT

A motion to adjourn the meeting at 8:11 p.m. was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

Amended Agenda of the Patmos Board of Trustees

May 12, 2025

6:30 p.m.

1. CALL TO ORDER

- * Roll call
- * Excusing absent members
- * Approval of agenda (Motion)

2. MINUTES

- * Approval of minutes from April 14, 2025 monthly meeting (Motion)

3. RESERVED COMMENTS - Library Board President

4. PUBLIC COMMENTS

* Members of the public may address the Board. Comments are limited to a maximum of three (3) minutes per person. Jamestown Twp. residents please state your name and address for the record.

5. TREASURER'S REPORT

BILLS AND CASH DISBURSEMENTS (Motion)

- * April report

6. LIBRARY REPORT

- * April stats/programs

7. NEW BUSINESS

- * Hiring Policy Overview/Reminder
- * Interim Director Appointment (Moon)
- * Open Positions Discussion

* Interim Human Resources Manager Job Description Approval
(Motion)

* Interim HR Manager Hiring (Motion)

* Approval to post Adult Services Librarian, Youth Services Librarian, Library
Assistant I: Circulation, Library Assistant II: Collection Processor and Circulation
(Motion)

* Approval to create and post Seasonal Library Program Assistant position
(Motion)

* Library Lock Changes (Moon)

8. BOARD MEMBER COMMENTS

9. ADJOURNMENT (Motion)

Director's Report
Patmos Library
April 2025

Monthly Statistics:

Door Count for April 2025 2,536

Door Count for April 2024 2,791

Physical Digital

Circulation for April 2025 4,658 2,488 (OverDrive:1,872 | Hoopla:616) Circulation for April, 2024 4,367 2,242

Reference Questions 94

New Items Added 141

Books Labeled (Not New) 859 Cumulative Total of Books Labeled 10,535

Children's Services Report:

Program In-Person or Passive Number Attending Little Listeners Storytime In-Person 108 Learn Play Grow In-Person 15 Minecraft Party In-Person 43 Baby & Me Playdates In-Person 13 Play-Doh Playdate In-Person 40 Baby Prom In-Person 3 Pokémon Club In-Person 23 Stuffie Check-Up In-Person 20 Teen's Readers Advisory In-Person 2 Scavenger Hunt Passive 213 iSpy Passive 243 Take & Make 1 Passive 30 Take & Make 2 Passive 30 Total 783

Upcoming Children's Services Programs for Next Month:

- Suspended most programs to allow for time to prep for a summer of fun starting in June!
- Play and learn, Pokémon Club, and Tae Kwon Do classes are continuing as usual.

Adult Services Report:

Program In-Person or Passive Number Attending Adult Crafting In-Person 3 Adult Book Club In-Person 7 Mah Jongg In-Person 12 Open Craft Night In-Person 3 Build Balance Class In-Person 16 Take & Make Craft Passive 10
Total 51

Upcoming Adult Services Programs for Next Month:

- On May 19th at the Adult Book Club, participants will be discussing Beneath a Scarlett Sky by Mark Sullivan.
- The Build Balance Class is continuing very well
- We have an upcoming craft for paper bird houses on Saturday, May 24th and are working on starting a crochet and knitting club as well!

Library Updates and Upcoming:

- Debby has been settling in as our new Head and Adult Services Librarian and is looking forward to making all her amazing ideas a reality!
- Volunteers are still needed for our weeding, inventory, and Summer Reading Program prep projects. Anyone and everyone are welcome to stop by and help out!
- We are all working very hard to prep for our upcoming Summer Reading Program and are incredibly excited to see all the incredible things Kylie has put together for our community!



PATMOS LIBRARY

INTERIM HUMAN RESOURCES MANAGER

20-32 hours per week

Paid sick time and holiday pay.

Evenings and weekends optional

\$20 hourly pay

RESPONSIBILITIES

The Interim Human Resources Manager is responsible for the administrative functions of the library. This position works with the Interim Library Director in carrying out the daily functions of the library.

DUTIES

The Interim Human Resources Manager will be responsible for the following:

1. Processing and tracking invoices and expenses
2. Tracking data and statistics for monthly and yearly budgets and reports
3. Administering employee payroll and approving & tracking employee time off requests
4. Managing and updating employee schedules in conjunction with the Interim Library Director
5. Human resource functions
6. Managing Employee Onboarding

7. Working with the Interim Library Director and Library Board on library staffing needs, including posting, interviews, and onboarding
8. Maintaining and updating filing systems
9. Maintaining and implementing office best practices
10. Answering telephone calls and assisting with customer service as needed
11. Training the Interim Library Director in human resource and administrative functions
12. Other duties as assigned or needed.

QUALIFICATIONS

1. Bachelor's degree in business administration, Accounting, or similar field from an accredited college or university
2. Experience with budgeting, payroll and processing weekly expenses.
3. Supervisory/management experience (1 year minimum)
4. Experience with the Microsoft Office Suite

This posting will be active until the position is filled.