

Patmos Library

Special Meeting of the Patmos Board of Trustees

Minutes for May 19, 2025

7:00 a.m.

1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 7:00 a.m.

Roll call: Alaina Kwiatkowski made a motion, seconded by Donna Rotman, to excuse Betty Besteman and Tahnee Mitchell. The motion passed.

Sonja DeJong made a motion, seconded by Alaina Kwiatkowski, to approve the agenda. The motion passed.

2. MINUTES

Alaina Kwiatkowski made a motion, seconded by Sonja DeJong, to approve the minutes from May 12, 2025. The motion passed.

3. PUBLIC COMMENTS

Public comments made by Mary DeBrey and Marcia Probish.

4. NEW BUSINESS

Library Staffing Discussion: Under new business, the Library Board continued its discussion on library staffing, focusing on hiring seasonal summer staff to support both the community's needs and provide a summer reading program. The board also explored potential organizational changes and identified key positions that may need to be filled.

- Seasonal Staff: Four candidates were presented to the Board for seasonal summer positions. Two of the candidates bring prior library experience. Based on their qualifications, Alaina Kwiatkowski made a motion, seconded by Sonja DeJong, to approve an increased pay rate of \$14.50 per hour—an additional \$1.50—for those with relevant experience.
- Organizational Structure and Permanent Staffing
Our temporary HR specialist presented three proposals for a revised organizational structure:

- **Proposal One** retains the current structure, which includes a Director, Head Librarian, Youth Librarian, two Library Assistants, and three Shelves.
- **Proposal Two** eliminates the Director role and introduces a part-time Administrative Assistant to manage administrative responsibilities. This change would reduce payroll costs, enabling more competitive wages for existing library positions. It would also allow librarians to focus exclusively on library services. The Administrative Assistant would work approximately 10 hours per week.
- **Proposal Three** adds an Assistant Librarian who would support both Adult and Youth Services. (see cost breakdown provided).
- Alaina Kwiatkowski made a motion, seconded by Sonja DeJong, to add an Assistant Librarian role to the library staffing. A roll call vote was unanimous, and the motion passed. (see job description provided). This will be a rolling application process and the Personnel Committee will conduct the interviews of Assistant Librarian and Youth Services Librarian.
- Alaina Kwiatkowski made a motion, supported by Donna Rotman, for our HR specialist to create a job description for an administrative assistant. The motion passed.
- Alaina Kwiatkowski made a motion, supported by Sonja DeJong, for the HR Specialist and acting Director to make all our library job positions legally compliant. The motion passed.
- Reopening Discussion
 - A tentative reopening date with regular library hours is next Tuesday, May 27, after Memorial Day.
 - As noted in the previous board meeting minutes, the acting director can hire the seasonal staff without board approval.
 - The seasonal staff will receive training on Sierra, also known as Integrated Library System (ILS), at the end of this week. This key system is used by libraries to manage various functions like circulation, cataloging, and acquisitions.
 - We are anticipating the Summer Reading Program kickoff will be June 6 or 7.

5. BOARD MEMBER COMMENTS

None.

6. ADJOURNMENT (Moon)- 7:37, Alaina, Sonja

A motion to adjourn the meeting at 7:37 a.m. was made by Alaina Kwiatkowski and supported by Sonja DeJong. The motion passed.

Organizational Structure Cost Breakdown

| Proposal 1 | | | | | Proposal 2 | | | | |
|--|--------------------|-------|-------------------------|-----------|--|--------------------|-------|-------------------------|-----------|
| Title | Salary/Hourly Rate | Hours | Additional Compensation | Total Pay | Title | Salary/Hourly Rate | Hours | Additional Compensation | Total Pay |
| Director | 53000 | 36 | 6000 | 59,000 | Head/Adult Librarian | 21.5 | 32 | 4200 | 35776 |
| Adult Librarian | 22 | 24 | | 27456 | Assistant Librarian | 18 | 30 | | 28080 |
| Youth Services Librarian | 20 | 24 | | 24960 | Youth Services Librarian | 18 | 30 | | 28080 |
| Library Assistant II: Collection Processor & Circulation | 14.5 | 20 | | 15080 | Library Assistant II: Collection Processor & Circulation | 14.5 | 24 | | 18096 |
| Library Assistant I: Circulation | 14 | 40 | | 29120 | Library Assistant I: Circulation | 14 | 20 | | 14560 |
| Library Assistant I: Shelver | 13 | 20 | | 13520 | Library Assistant I: Shelver | 13 | 20 | | 13520 |
| | | | | | Administrative Assistant | 15 | 10 | | 7800 |
| | | 164 | 6000 | 169,136 | | | 166 | 4200 | 145912 |

Assistant Librarian Job Description



PATMOS LIBRARY

ASSISTANT LIBRARIAN

RESPONSIBILITIES

Assists with planning and conducting the programs and services of the library under the supervision of the library director.

Part Time: 28-31 hours per week
 Paid Vacation and Sick Time
 Some evenings and weekends required.

Salary: \$17-21/hour, offer commensurate upon relevant experience and qualifications

DUTIES

1. Assists with planning and conducting a winter reading program for adults, assists with the planning and production of the summer reading program for children ages preschool through teens.
2. Communicates with community members to help improve library services.
3. Provides attractive displays and settings to encourage reading.
4. Plans and conducts special programs to encourage adults, families, and children to visit the library.
5. Assists library patrons in finding material they want, answering reference questions and providing reader's advisory.
6. Plans for and submits orders for items needed for adult programming and children's programming.
7. Organizes and gives tours of the library and its services.
8. Composes and prepares public relations materials such as news releases, flyers, brochures, etc. clearing them with the library director before they are printed or put out for the public.
9. Assists with book selection of adult materials and children's materials (books and AV), and inventory and weeding of the adult collection and children's collection.
10. Reads and responds to correspondence and email pertaining to library services.
11. Assists with compiling statistics on attendance of all adult and children's programs throughout the year for the annual report and statistics on the summer reading program.
12. Works at the Circulation Desk as needed.
 - a. Checks library material in and out.
 - b. Shelves library material.
 - c. Performs related duties as required.
13. Deals tactfully and courteously with the public. Upholds all confidentiality rights of patrons and patron records as stated in Michigan statutes.
14. Upholds established library policies and procedures.
15. Works closely with the library director in planning programs and maintains an effective working relationship with fellow staff members. Has a cooperative team spirit.
16. Uses library provided means for continuing education and training.
17. Attends training, workshops, conferences, and other continuing education as approved by the library director and board.
18. Assists with managing the Facebook page and website with the approval of the library director to add/change content.

KNOWLEDGE AND ABILITIES

1. Working knowledge of library methods and procedures, or a willingness to learn.
2. Ability to organize, plan and conduct programs for the entire year.

3. Ability to communicate effectively with the public, staff, and all library patrons in person and over the telephone.
4. Physical Demands:
 - a. Sitting, kneeling, standing, walking, climbing stairs and stooping.
 - b. Talking and hearing; using the telephone.
 - c. Far vision at 20 feet or further; near vision at 20 inches or less.
 - d. Lifting and carrying up to 50 pounds.
 - e. Handling, processing, reading, and shelving books.
 - f. Typing, writing, and filing.
 - g. Pushing and pulling objects weighing 60-80 pounds on a book cart.
5. Mobility: travel to meetings and programs outside the library.

MENTAL REQUIREMENTS

1. Communication skills; both written and oral.
2. Reading ability; effectively read and understand information in written form.
3. Ability to comprehend and follow instructions.
4. Mathematical ability: calculate fines and copier money and make change.
5. Time management skills: set priorities and meet assigned deadlines.
6. Equipment used: Personal computer, laptop, printer, scanner, typewriter, copy machine, fax machine, calculator, audiovisual equipment, laminator.

EDUCATION AND EXPERIENCE

1. Bachelor's degree required.
2. Keyboarding and computer experience.
3. At least one year of public library work experience required.