

Patmos Library

Meeting of the Patmos Board of Trustees
Minutes for July 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.

A motion to approve the agenda was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.

2. MINUTES

A motion to approve the minutes of the board meeting on June 9, 2025, was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.

3. PUBLIC COMMENTS

Marcia Frobish stated she didn't believe the library was thriving, citing concerns the digital signs weren't being utilized, the self-checkout machine was not able to scan new books lacking rfid tags, content labels weren't on new books, stats were not being reported by the Library Director, and there was no library report at the June township meeting.

4. TREASURER'S REPORT

- No word still from our transfer request from Every Library to Foster and Swift. The next step is to contact Foster and Swift directly.
- A motion to approve the June bills and cash disbursements was made by Alaina Kwiatkowski and supported by Donna Rotman. The motion passed.
- The board received a payroll expense report from Brooke forecasting costs for the '25-26 fiscal year. Projections estimate a payroll savings from the budget of \$9k.

5. LIBRARY REPORT

- Door Count for the month of June 2025 3,080, compared to June 2024 of 4,750. It was pointed out that some of this difference comes from a broken door counter. The door counter is unreliable and requires attention or replacement.
- Physical Digital
 - Circulation for June 2025 6,333 (OverDrive: 1,931 | Hoopla: 622)
 - Circulation for June 2024 7,181
- New Items Added 58
- Books Labeled (Not New) 0, this is the next task to begin with the new staff.

- Internet Usage 30
- Reference Questions 360
- Children's Services
 - Summer Reading, in-person 457
 - Crafts, in-person 106
 - Scavenger Hunt, passive 276
 - I Spy, passive 462
 - Total 1,301
- Adult Services
 - Mah Jong, in-person 4
 - Play N Learn, in-person 20
 - Next month activities include book club, Mah Jong, and Tae Kwon Do
- Personnel update
 - The new Assistant Librarian and Circulation 1 Assistant are doing very well.
 - The Library Director attended her first Lakeland Coop meeting and enjoyed like-minded library professionals and networking.
 - Overall, all the staff are working hard and providing excellent service to the patrons.
- Human Resource update by Brooke
 - The new Librarian Assistant I, recently hired, began training last week.
 - An offer to a Librarian Assistant II will be extended this week.
 - The Youth Services position is posted, and five applicants are potential interviews, with eight new applications received today for review.
 - The new hire onboarding checklist is completed.
 - Working on the SOPs for library processes

6. NEW BUSINESS

- Changes in pay based on work performed. Alaina made a motion that as the shelvers are cross trained for additional duties, when those circulation duties are performed, the shelvers will receive adjusted pay. Supported by Bridgette Leyendecker, the motion passed.
- The board received input on the annual review details of a shelve, first hired in June 2024. Based on the strong and exceptional performance, the Library Director requested a pay raise. Donna Rotman made a motion to approve the pay raise of the shelve from \$13.00 to \$13.52, effective the next pay period. Supported by Alaina Kwiatkowski, the motion passed.
- Board hiring of key personnel procedure. The board discussed whether they would suggest any changes to the current policy that requires board hiring of the three librarian positions. Most board members favor no changes to the existing policy and no changes have been made at this time.

7. BOARD MEMBER COMMENTS

None.

8. ADJOURNMENT

A motion to adjourn the meeting at 6:59 p.m. was made by Alaina Kwiatkowski and supported by Donna Rotman. The motion passed.