

# Patmos Library

Meeting of the Patmos Board of Trustees  
Proposed Minutes for August 11, 2025  
6:30 p.m.

## 1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:30 p.m.  
5 Members Present. Absent: Bridgette Leyendecker.

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

## 2. MINUTES

A motion to approve the minutes of the special board meeting on July 30, 2025 was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.

## 3. PUBLIC COMMENTS

Marcia Frobish expressed her desire for a thriving library. She noted that the train tracks of donors are not back on the wall since painting was completed. She also requested more details on the library's staffing plan.

## 4. TREASURER'S REPORT

- Jamestown Township paid a couple bills instead of Every Library for \$5,400 that now requires resolution with Every Library. Attempts to reach Every Library by email have been unsuccessful and a meeting is scheduled with the township.
- The fund balance compared to last year is \$100k lower, but the Board President reminded the board that the library had a number of capital improvement expenses last year which reduced the overall balance.
- A motion to approve the July bills and cash disbursements was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

## 5. LIBRARY REPORT

- Door Count for the month of July 2025 was 3,493, compared to July 2024 of 4,362. New options are under discussion to replace the unreliable door counter.
- Physical Digital
  - Circulation for July 2025 5,896 (OverDrive: 2,102 | Hoopla: 676)
  - Circulation for July 2024 7,066
- New Items Added 68

- Books Labeled (Not New) 68
- Internet Usage 20
- Reference Questions 325
- Children's Services
  - o Summer Final Registration Count, In-Person, 461
  - o Summer Reading Program Event Attendance, In-Person, 174
  - o Scavenger Hunt, Passive, 164
  - o I Spy, Passive, 247
  - o Total 1,301
  - o Upcoming Programming for September
    - o Preschool Storytime
    - o Play N Learn
    - o Pokémon Club
    - o Tae Kwon Do
    - o Teen Fantasy Drawing Class
- Adult Services
  - o Mah Jong, in-person 16 (up from 4 last month)
  - o Play N Learn, in-person 11.
  - o Next month activities include Book Club, Mah Jong, Tae Kwon Do, Author Meet and Greet, and Build Balance
- Personnel update
  - o The Summer staff completed their work for the Summer Reading Program and performed incredibly well.
  - o A new Youth Services Librarian was hired two weeks ago as well as a Circulation 2 Assistant. A newly created role of Administrative Assistant will perform 10 hours of HR-related duties. This brings our total employees to 8.
  - o To improve customer service, all patrons are contacted by phone when a requested book comes in.
  - o The \$6,000 grant to replenish the nonfiction shelves will be completed in three orders this fall.

## **6. NEW BUSINESS**

- The head librarian submitted a detailed request to attend the annual Michigan Libraries Association (MLA) Conference in Lansing in late October. Costs include a \$325 conference fee and hotel lodging for two nights for \$375.
- Alaina Kwiatkowski made a motion, supported by Betty Besteman, to approve up to \$1,000 for the head librarian to attend the annual MLA Conference.

## **7. BOARD MEMBER COMMENTS**

- Alaina Kwiatkowski offered an overview of current library staffing and explained a few of the new positions.

- The public comment concern about payroll savings will be explained at the September board meeting by the head librarian.

## **8. ADJOURNMENT**

A motion to adjourn the meeting at 6:50 p.m. was made by Alaina Kwiatkowski and supported by Donna Rotman. The motion passed.