

Patmos Library

Special Meeting of the Patmos Board of Trustees

Minutes for July 30, 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 Tahnee Mitchell, to excuse Betty Besteman. The motion passed.

Alaina Kwiatkowski made a motion, seconded by Donna Rotman, to approve the agenda. The motion passed.

2. MINUTES

Alaina Kwiatkowski made a motion, seconded by Tahnee Mitchell, to approve the minutes from July 14, 2025. The motion passed.

3. PUBLIC COMMENTS

None.

4. NEW BUSINESS

Library Staffing Discussion: The Personnel Committee, having interviewed a candidate for the position of Youth Services Librarian on Monday, recommended the candidate to the full board for hire for the following reasons:

- Of the 154 applications received for the position, Patmos Library Human Resources identified only 15 candidates for interview, and of those, four were identified to move on to the Personnel Committee for formal interview. Of those four, one candidate (A) confirmed for the next interview stage.
- This candidate (A) possesses a personality that fits well with young children.
- She showed strong interest in the position with several follow-up emails with library HR.
- She demonstrates a willingness to work as a team and take direction, in addition to being able to work independently.

- This applicant was well-vetted by the library staff who did an excellent job identifying a candidate who has the attributes, education in child development, and work history, to support this important role in Patmos Library.
- Alaina Kwiatkowski made a motion, supported by Bridgette Leyendecker, to approve the hire of candidate A for the position of Youth Services Librarian with the details for the offer to be left to the staff. The motion passed.

5. BOARD MEMBER COMMENTS

None.

6. ADJOURNMENT

A motion to adjourn the meeting at 7:05 a.m. was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. 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	
Adult Librarian	22	24		27456	Assistant Librarian	18	30		
Youth Services Librarian	20	24		24960	Youth Services Librarian	18	30		
Library Assistant II: Collection Processor & Circulation	14.5	20		15080	Library Assistant II: Collection Processor & Circulation	14.5	24		
Library Assistant I: Circulation	14	40		29120	Library Assistant I: Circulation	14	20		
Library Assistant I: Shelver	13	20		13520	Library Assistant I: Shelver	13	20		
					Administrative Assistant	15	10		
		164	6000	169,136			166	4200	

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.