

Patmos Library

Meeting of the Patmos Board of Trustees
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.