

# Patmos Library

Minutes for November 13, 2023

6:00

## 1. CALL TO ORDER

The meeting was called to order by Vice President Betty Besteman at 6:00 PM. Motion to excuse Kathy VanZandbergen and Deb Fridsma was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

Approval of Agenda

Motion to approve the agenda of the November 13, 2023, meeting with the addition of a discussion of cellular monitor under Director's Report was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

## 2. MINUTES

Motion to approve the minutes of the board meeting on October 9, 2023, was made by Betty Besteman and supported by Larry Walton. The motion passed.

## 3. PRESIDENT COMMENT

Thank you to the community for their support of millage.

## 4. PUBLIC COMMENTS

Comments made by:

Tricia Kryda

## 5. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Motion to approve the October bills and cash disbursement was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

Marcia also thanked the community for their support and wants to show the community our thanks by making sure we are giving them what they want (like more hotspots). She also wanted to thank the Jamestown Township Board for their help in getting the library on the winter tax bill since it was done very quickly.

## 6. LIBRARY REPORT

- October statistics included comparisons from 2022. There was an increase in foot traffic, another significant increase in digital circulation, an increase in internet usage, a slight decrease in physical circulation and a significant decrease in reference questions.
- The collection continues to grow as well as the addition of labels to our physical collections.
- The children and adult programming continue to be well attended.
- Upcoming children and adult programs were presented.
- Jamie then discussed preliminary proposals for equipment, projects, and services. Getting two new book carts was at the top of the list. Motion to authorize the purchase of two new book carts, not to exceed \$1500 was made by Marcia Frobish and supported by Alaina. Motion passed. Jamie will get a quote for getting the interior of the library painted, fixing the interior light issue, purchasing new chairs and tables for the Depot Room, and purchasing Beanstack (software for reading programs). The board will then discuss these at the next meeting.

- The use of Hoopla was discussed. We are going through our budget more quickly than expected because many patrons are making use of it (especially the audiobooks). Only 10 patrons maxed out their number of checkouts, which shows how many patrons are using the service. Jamie will provide more data at the next meeting so the board can decide how we want to proceed.

## **7. PERSONNEL COMMITTEE**

- The new Patmos Library Employee Handbook was discussed. In section 3.4, Betty suggested taking out the exact payroll dates and adding “see attached annual payroll schedule” to the end of the section. Alaina suggested adding the direct deposit form to the end. In section 2.4 (soon to be 2.3), Alaina suggested removing “political and religious” remarks from the first paragraph. Motion to approve sending the new employee handbook, with the changes discussed, up to section 3.8, back to the attorney for approval was made by Alaina Kwiatkowski and supported by Betty Besteman. Motion passed.

## **8. NEW BUSINESS**

## **9. BOARD MEMBER COMMENTS**

- Alaina also thanked the community for their support and said that the board won’t stop working to make changes. Please respectfully communicate with the board if you have anything you want to share.
- Betty also said that the community should bring anything to the attention of the board.

## **10. ADJOURNMENT**

A motion was made by Marcia Frobish and supported by Betty Besteman to adjourn. The motion passed. Adjournment at 7:20 PM.