

Patmos Library

Meeting of the Patmos Board of Trustees
Minutes for December 8, 2025
6:30 p.m.

1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:30 p.m.

Roll Call: All members present.

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

2. MINUTES

Motion to approve the minutes of the board meeting on November 10, 2025, was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.

3. PUBLIC COMMENTS

No public comment.

4. TREASURER'S REPORT

- The Digital Services expense line item was omitted from the report and will be corrected for next month.
- Amended property taxes increased from \$275k to \$288K for March 2026 disbursement.
- A motion was made by Alaina Kwiatkowski and seconded by Betty Besteman to approve the November bills and cash disbursements. The motion passed.

5. LIBRARY REPORT

- The door count for November 2025 was 3,092 compared to November 2024 of 3,039.
- Physical Digital
 - Circulation for November 2025: 3,376 (OverDrive: 1,945 | Hoopla: 643)
 - Circulation for 2024: 4,226
- New Items Added 212
- Books Labeled (Not New) 237. Cumulative 11,262
- Internet Usage 77
- Reference Questions 352
- Teen Room Use 29
- New Library Cards 24
- Children's Services

- o Children's Storytime, 23
 - o Pokémon Club, 14
 - o Play N Learn, 9
 - o Scavenger Hunt, Passive, 184
 - o Kids Take Home Crafts 132
 - o Homeschool Hangout, 11
 - o Tae Kwon Do, 31
 - o Passive Activity Table, 85
 - o Total 489
 - o Upcoming Additional Programming for December
 - o Pop & Paint
 - o Visit with Santa
 - o Polar Express Movie Night
- Adult Services
 - o Take Home Craft, 98
 - o Build Balance, 50
 - o Sourdough Class, 8
 - o Play N Learn, 9
 - o Mah Jong, in-person 12
 - o Tae Kwon Do, 15
 - o Book Club In-Person 8
 - o Gentle Yoga 37
 - o Autumn Recipe Swap 7
 - o Total 244
 - o Upcoming additional Programming in December
 - Salvation Army Donation Bucket
 - Toys for Tots
 - Christmas Cookie Exchange
 - Christmas Market
 - Christmas Craft Party
 - Classic Films for Winter Afternoons
- Highlights
 - o The new door counter is installed.
 - o 15 letters were completed and sent to Grand Rapids Veteran's Home after Veteran's Day.
 - o Our new Youth Services librarian has been training two evenings a week, along with an all-day workshop for Youth Services librarians in November held in Grand Rapids.
 - o The library continues to lean into charity activities to support the underserved in our local community.
 - o Heather was this month's staff recognition based on temporary extra duties for Children's Story Times. Her dedication has been invaluable to our library programming.

6. OLD BUSINESS

- 2026/2027 Fiscal Year Budget Discussion
 - o The Library Director submitted a balanced budget proposal of \$348,720 for the next fiscal year.
 - o The board had the following questions and comments
 - For our surplus bank balance of \$300k, the board recommends a 175k balance to continually remain in savings. This would cover six months of operations in the event of an emergency.
 - Requests a double check on the expense categories of Utilities and Repairs & Maintenance to confirm values for next year's budget are as accurate as possible.
 - Suggest an additional expense category of special projects that support one-time expenses out of the normal operations for a value between 10-20K.
 - All questions will be addressed at the January board meeting to finalize the 2026-2027 budget.

7. NEW BUSINESS

Supporting documentation was provided for each of the following line items

- Sonja DeJong made a motion and seconded by Alaina Kwiatkowski to approve a one-time bonus of \$360 to Meldoy, Circulation Assistant I, for substantial work performed above her job description between August 4 and December 2025. The motion passed.
- A staffing job description for a Library Assistant was submitted for review and approval. This position combines public service duties with technology support, communications assistance, and program coordination. The position serves as a bridge between circulation operations and library programming ensuring that staff, patrons, and the Director have reliable, flexible, multi-departmental support. The position is 21 hours weekly at \$16 per hour. Alaina Kwiatkowski made a motion and seconded by Donna Rotman to accept the Library Assistant position description as written. The motion passed.
- A request for a part-time seasonal Circulation Desk Assistant is deferred to the January 2026 board meeting as the proposal needs to be in writing.
- A staffing job description was also presented for an Administrative Assistant for 5-10 hours weekly at a rate of \$16 per hour. This position replaces the outgoing Human Resources Manager's basic administrative duties, including scheduling, recordkeeping, communications support, payroll coordination, and front desk support as needed. Sonja DeJong made a motion and seconded by Tahnee Mitchell to approve the job description for Administrative Assistant as written. The motion passed.
- 2026 Board Meeting Schedule. Alaina Kwiatkowski made a motion and seconded by Tahnee Mitchell to approve 2026 Patmos Library board meetings the second Monday of each month at 6:30 p.m. The motion passed.
- 2026 Holiday Schedule Discussion. Alaina Kwiatkowski made a motion, seconded by Bridgette Leyendecker, to close the library on Saturday, December 26, 2026 as the library is only open three hours on Saturday and this follows Christmas Day. The motion passed.

8. BOARD MEMBER COMMENTS

No board comments.

9. ADJOURNMENT

A motion to adjourn the meeting at 7:25 p.m. was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.