

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for January 12, 2026

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.

Election of Officers for 2026:

Board President: Nominations were made for Bridgette Leyendecker and Sonja DeJong. A motion was made by Alaina Kwiatkowski, seconded by Donna Rotman, that Bridgette Leyendecker be named Library Board President for 2026. A roll call vote was taken: Betty Besteman: (Aye), Donna Rotman: (Aye), Alaina Kwiatkowski: (Aye), Sonja DeJong: (Aye), Bridgette Leyendecker: (Aye), Tahnee Mitchell: (Aye). The motion passed with 6 Ayes, 0 Nays, 0 Abstain.

Board Vice President: A motion was made by Betty Besteman, seconded by Sonja DeJong, that Alaina Kwiatkowski be named Library Vice President for 2026. A roll call vote was taken: Betty Besteman: (Aye), Donna Rotman: (Aye), Alaina Kwiatkowski: (Aye), Sonja DeJong: (Aye), Bridgette Leyendecker: (Aye), Tahnee Mitchell: (Aye). The motion passed with 6 Ayes, 0 Nays, 0 Abstain.

Board Secretary: A motion was made by Alaina Kwiatkowski, seconded by Tahnee Mitchell, that Sonja DeJong be named Library Secretary for 2026. A roll call vote was taken: Betty Besteman: (Aye), Donna Rotman: (Aye), Alaina Kwiatkowski: (Aye), Sonja DeJong: (Aye), Bridgette Leyendecker: (Aye), Tahnee Mitchell: (Aye). The motion passed with 6 Ayes, 0 Nays, 0 Abstain.

Board Treasurer: A motion was made by Alaina Kwiatkowski, seconded by Donna Rotman, that Tahnee Mitchell be named Library Treasurer for 2026. A roll call vote was taken: Betty Besteman: (Aye), Donna Rotman: (Aye), Alaina Kwiatkowski: (Aye), Sonja DeJong: (Aye), Bridgette Leyendecker: (Aye), Tahnee Mitchell: (Aye). The motion passed with 6 Ayes, 0 Nays, 0 Abstain.

Approval of agenda

A motion to approve the agenda was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed 6-0.

2. MINUTES

Motion to approve the minutes of the board meeting on December 8, 2025, was made by Bridgette Leyendecker and supported by Tahnee Mitchell. The motion passed 6-0.

3. PUBLIC COMMENTS

Marcia Frobish

4. TREASURER'S REPORT

Board comments included requesting an energy audit by Consumers Energy regarding the December energy bill and double checking the website domain charges appearing in both the November and December check disbursement report.

A motion was made by Alaina Kwiatkowski and seconded by Betty Besteman to approve the December bills and cash disbursements. The motion passed 6-0.

5. LIBRARY REPORT

- The door count for December 2026 was 3,238 compared to December 2024 of 1,628.
- Physical Digital
 - Circulation for December 2025: 3,982 (OverDrive: 2,035 | Hoopla: 1,057)
 - Circulation for 2024: 3,476
- New Items Added 331
- Books Labeled (Not New) 362. Cumulative 11,624
- Internet Usage 74
- Reference Questions 175
- Teen Room Use 22
- New Library Cards 17
- Children's Services
 - Children's Storytime, 72
 - Pokémon Club, 13
 - Play N Learn, 10
 - Scavenger Hunt, Passive, 185
 - Kids Take Home Crafts 122
 - Homeschool Hangout, 18
 - Teen Vision Board, 2
 - Pop N Paint, 17
 - Tae Kwon Do, 37
 - Polar Express Movie Night, 29

- o Guessing Game, 103
 - o Gingerbread Contest, 11
 - o Passive Activity Table, 72
 - o Total 691
- Adult Services
 - o Christmas Market, 387
 - o Take Home Craft, 55
 - o Build Balance, 45
 - o Sourdough Class, 9
 - o Play N Learn, 10
 - o Mah Jong, in-person 8
 - o Tae Kwon Do, 37
 - o Book Club In-Person, 9
 - o Gentle Yoga, 40
 - o Cookie Exchange, 8
 - o Total, 608
- Highlights
 - o Successful Christmas Market will repeat next year.
 - o Santa made an appearance for 28 children.
 - o Polar Express Night had 29 parents and children.
 - o The State Aid report was submitted mid-December.
 - o Our part-time Administrative Assistant Brandi has started, replacing Brooke who was here only on a temporary basis since last summer.
 - o Our Youth Services Librarian, Paige, hired in October for a January 3 start date, has now officially begun her full assignment after a couple months of part-time onboarding while she concluded her previous job responsibilities.

6. OLD BUSINESS

Personnel Committee Recommendations: Director Discussion

Following board discussion, Sonja DeJong made a motion, seconded by Tahnee Mitchell, that the position of Head Librarian be changed to the title of Director and a wage increase be discussed at the April employee review, with any wage recommendation retroactive to January 1, with final wage approval brought before the board at the May board meeting. The motion passed 6-0.

Budget Discussion for Fiscal Year 2026-2027

Following clarification requests on several expense line items at the December board meeting, the revised 2026-2027 proposed budget remains balanced with several minor adjustments, and a small surplus of \$780 projected.

The Library Director noted that regarding expenses that are covered by the Township, the payments for those library building and maintenance bills will now be paid directly by the township moving forward, no longer requiring the library to pay the bill first and request reimbursement.

Alaina Kwiatkowski made a motion, seconded by Bridgette Leyendecker, that the 2026-2027 revised budget be approved. A roll call vote was taken: Betty Besteman: (Aye), Donna Rotman: (Aye), Alaina Kwiatkowski: (Aye), Sonja DeJong: (Aye), Bridgette Leyendecker: (Aye), Tahnee Mitchell: (Aye). The motion passed with 6 Ayes, 0 Nays, 0 Abstain.

7. NEW BUSINESS

Proposal for Facilities and Space Modernization Discussion

An itemized proposal from the Library Director on funding requests for modernizing library spaces, replacing aging collections, and improving accessibility, comfort, and the patron experience are tabled until late summer after the millage election.

The board recommended requests for pricing (RFP's) for the circulation desk redesign and ADA compliance.

Input from the community in the upcoming March survey will seek to identify the priority of the proposed facility and space modernization improvements.

Appointment of committees

A millage committee is not needed this year as the board already decided on a millage renewal to be proposed in August. Bridgette Leyendecker decided that representation on the Personnel and Policy committees would remain unchanged from last year:

Personnel Committee: Donna Rotman, Sonja DeJong, and Tahnee Mitchell

Policy Committee: Bridgette Leyendecker, Alaina Kwiatkowski, and Betty Besteman

8. BOARD MEMBER COMMENTS

Betty shared thanks to Alaina for her past two years as Board President and thanks to Bridgitte Leyendecker for accepting the Board President role for 2026.

Multiple board members requested an organization structure document from the Director to be shared at the February board meeting.

9. ADJOURNMENT

A motion to adjourn the meeting at 7:24 p.m. was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed 6-0.