

# Patmos Library

## Meeting of the Patmos Board of Trustees

### Minutes for February 9, 2026

6:30 p.m.

#### 1. CALL TO ORDER

#### 2. MINUTES

A motion to approve the minutes of the board meeting on January 12, 2026, was made by Bridgette Leyendecker and supported by Tahnee Mitchell. The motion passed 6-0.

#### 3. PUBLIC COMMENTS

No comments.

#### 4. TREASURER'S REPORT

A motion was made by Alaina Kwiatkowski and seconded by Sonja DeJong to approve the January bills and cash disbursements. The motion passed 6-0.

#### 5. LIBRARY REPORT

- The door count for January 2026 was 1,954, compared to January 2025 of 2,075.
- Physical Digital Circulation for January 2026: 3,998 (OverDrive: 2,416 | Hoopla: 789) Circulation for 2025: 3,787

- New Items Added 300
- Books Labeled (Not New) 322. Cumulative 11,584
- Internet Usage 57
- Reference Questions 294
- Teen Room Use 15
- New Library Cards 31

## **Children's Services**

- Children's Storytime, 32
- Pokémon Club, 6
- Play N Learn, 19
- Scavenger Hunt, Passive, 157
- Kids Take Home Crafts 300
- Homeschool Hangout, 13
- Tae Kwon Do, 32
- Passive Activity Table, 54
- Total 670

## **Adult Services**

- Take Home Craft, 35
- Build Balance, 22
- Sourdough Class, canceled for weather.
- Play N Learn, 19
- Mah Jong, in-person 8
- Tae Kwon Do, 32
- Winter Reading 33
- Book Club 5
- Gentle Yoga, 39
- Total, 220

## **Highlights**

- January had numerous weather-related activity cancellations.
- Damage due to a burst frozen pipe has damaged the adult reading area, but no materials were damaged. Repair work is underway.
- The adult non-fiction area is transitioning from the Dewey Decimal System to BISAC classification system (Book Industry Standards and Communications), which is a word-based topic-driven system commonly used in bookstores. KDL has already switched.
- The entire staff was recognized for their professionalism, adaptability, and continued dedication during a particularly challenging weather month.

## **6. NEW BUSINESS**

### **“I Love My Library” Signs Proposal**

- The board discussed how this would be beneficial for community outreach.
- The board requested a new pricing evaluation for a 2-sided sign with white background.
- A motion to table the discussion on “I Love My Library” signs until the March 9 board meeting was made by Alaina Kwiatkowski and supported by Bridgette Leyendecker. The motion passed 6-0.

### **Annual Survey Cost Proposal**

- Scheduled for March 2026
- The survey will contain similar questions to last year.
- Patron input for capital improvements will be included in this year’s survey.
- 7-8k postcards are likely needed.
- The suggestion was made to print extras to have out at the library.
- A motion to table the discussion on the annual survey until the March 9 board meeting was made by Bridgette Leyendecker and supported by Tahnee Mitchell. The motion passed 6-0.

### **Security Proposal**

- After review and evaluation by staff, four proposals were provided for building security with option D recommended which will provide video camera coverage to enhance building security at an installation cost of \$4,579.12.
- A motion was made by Bridgitte Leyendecker and seconded by Alaina Kwiatkowski to enter a closed session to discuss information exempt from disclosure by statute as permitted by Section 8(1)(h) of the Open Meetings Act (Freedom of Information Act – Section 13(1) (y) Records or information of measures designed to protect the security or safety of persons or property). Roll call vote. The motion passed 6-0.
- 7:01 p.m. The board entered a closed session.
- 7:06 p.m. The board returned to open session.
- A motion was made by Bridgitte Leyendecker and supported by Tahnee Mitchell to approve the funding of \$4,579.12 for the option D proposal from EPS for building security. The motion passed 6-0.

### **Employee Medical Leave Proposal**

- The board was asked to consider paid medical leave for a part-time employee.
- The library does not have a policy for paid medical leave and board members had

concerns about approving the request.

- It was clarified that part-time employees can use accrued sick time for medical leave.
- The board is open to revisiting a vacation policy for part-time employees.
- No motion was made for approval of paid medical leave.
- Although the agenda referred to a closed session for this agenda item, a closed session was not required.

## **Capital Improvement Project Fund Disbursement Proposals**

### **Adult Reading/ Sitting Area Furniture replacement**

- The need to replace damaged furniture and add cozy seating was discussed.
- The board discussed the need for a detailed proposal with firm pricing.
- Includes an electric fireplace \$2-5K estimate.
- A motion to table to the March 9 board meeting to review a comprehensive furniture proposal was made by Alaina Kwiatkowski and supported by Sonja DeJong. The motion passed 6-0.

### **Children's Non-Fiction Collection Replacement**

- Children's Non-Fiction section has many old and outdated books, not relevant to current events.
- Librarians proposed \$8,500 to replace outdated books.
- A motion was made by Bridgitte Leyendecker and supported by Alaina Kwiatkowski to approve the expenditure of \$8,500 to update the children's non-fiction collection. The motion passed 6-0.

### **Summer Staffing Needs**

- The Library Director made a request to approve \$6,000 in summer wages, specifically for the summer reading program. The additional wages will be paid to current staff who want additional hours over the summer. The library is not planning to hire additional summer staffing.
- A motion to approve \$6,000 in additional wages for summer staffing needs was made by Bridgitte Leyendecker and supported by Tahnee Mitchell. The motion passed 6-0.

### **Circulation Desk Re-design**

- We are currently in compliance with the ADA (American with Disabilities Act) in one section of the circulation desk.
- The suggested cost estimate to replace the desk could be \$40,000. Some board members expressed concern about the suggested replacement cost.
- The board noted there is not an urgent need to replace the desk.
- A motion was made by Alaina Kwiatkowski and supported by Donna Rotman to table further discussion of the circulation desk redesign for the September 14

board meeting. The motion passed 6-0.

### **Updated Library Organizational Structure**

- The Patmos Library Staff Structure was shared at the request of the board at the January meeting.
- The board discussed the difference between the Head Librarian and Adult Librarian job descriptions.
- The board requested the Adult Librarian job description be updated and clarified that the Head Librarian position is not needed when there is a director.

## **7. BOARD MEMBER COMMENTS**

No board comments.

## **8. ADJOURNMENT**

A motion to adjourn the meeting at 7:34 p.m. was made by Bridgitte Leyendecker and supported by Alaina Kwiatkowski. The motion passed 6-0.