

Patmos Library Board of Trustees

Board Meeting Minutes

April 13, 2026 – 6:30 p.m.

1. Call to Order

Roll Call

Present: Bridgette Leyendecker, Alaina Kwiatkowski, Sonja DeJong, Tahnee Mitchell, Donna Rotman, and Betty Besteman.

Approval of Agenda

A motion was made by Bridgette Leyendecker and seconded by Tahnee Mitchell to approve the agenda. The motion passed 6-0.

2. Minutes

A motion was made by Bridgette Leyendecker and seconded by Donna Rotman to approve the minutes from March 9, 2026. The motion passed 6-0.

3. Public Comments

No comments.

4. Treasurer's Report

A motion was made by Bridgette Leyendecker and seconded by Sonja DeJong to approve the March bills and cash disbursements. The motion passed 6-0.

5. Library Report

Statistics

- Door Count – 3,704, compared to 2025- 2,458
- Circulation – 5,089
- New Library Cards – 34

Children's Services

- Total participation – 2,290

Adult Services

- Total participation – 416

Highlights

- The furniture order with Worden Company has been placed.
- The “I Love My Library” signs are now available for patrons to pick up and display.
- The 2026 Quilt Show was a wonderful success, drawing strong community interest and increasing engagement within the library.
- Planning for the Summer Reading Program is well underway. Paige has finalized the full schedule, secured entertainers, and prepared both the opening and closing events.
- The library is participating in the Memorial Day parade with a community float this year with the summer reading program theme of “Unearth the Story”.

6. Old Business

- Library Millage Resolution

The millage resolution proposes no change from the past millage rate of .4040 per each \$1,000 of taxable value.

A motion was made by Alaina Kwiatkowski and seconded by Bridgette Leyendecker to approve the resolution to approve the library millage renewal ballot language proposal. A roll call vote was taken. The motion passed 6-0.

7. New Business

- Library Millage Discussion

We will send a single mailing reminder to residents of the millage information in August.

- Personnel Committee Recommendation- Director Compensation/Benefits

Following the annual review by the Personnel Committee with the Library Director, the committee recommended the Library Director pay be increased from an hourly position of \$22 per hour, to a salary position of \$55,000. The committee feels the pay is reasonable for the responsibilities of the position and prevents the high turnover the library has seen in the past. A motion was made by Bridgette Leyendecker to increase Debby Helmkamp's salary to \$55,000, seconded by Tahnee Mitchell. The motion passed 6-0.

- Personnel Committee Salary Vacation Proposal and Discussion

The Personnel Committee recommends a salary vacation schedule of 2-4 weeks upon hire, with an additional week after five years. This subject is part of an ongoing vacation policy conversation that also needs to address hourly employees. One board member recommended two weeks vacations with one additional day after each year.

A motion was made by Alaina Kwiatkowski and seconded by Tahnee Mitchell to table the vacation policy discussion until the May meeting. Sonja will prepare a sample hourly and salaried policy in advance of the May meeting.

- Approval of 2026 Annual Library Survey

The board requested edits to four questions in the annual library survey.

A motion was made by Bridgette Leyendecker and seconded by Tahnee Mitchell to approve the Annual Library Survey with the amendments mentioned. The motion passed 6-0.

- Discussion on Survey Mailing Costs

The cost to print and mail the survey to registered voters is \$3,000-\$3,200, compared to \$5,000+ to all households. There will be hard copies in the library that include a QR code. Discussion by the board favored a targeted mailing to registered voters.

A motion was made by Alaina Kwiatkowski and seconded by Betty Besteman to approve \$3,500 for the library survey mailing.

8. Board Member Comments

No comments.

9. Adjournment

A motion was made by Bridgette Leyendecker and seconded by Alaina to adjourn the meeting at 7:26 p.m. The motion passed 6-0.