

Patmos Library Board of Trustees Personnel Committee Meeting Minutes April 2, 2026 – 6:30 p.m.

1. Call to Order

Donna Rotman called the meeting to order at 6:30 p.m.

Roll Call

Donna Rotman, Tahnee Mitchell, Sonja DeJong. Also present: Library Director Debby Helmkamp

Approval of Agenda

A motion to approve the agenda was made by Sonja DeJong and supported by Tahnee Mitchell. The motion passed 3-0.

2. Minutes

A motion to approve the minutes from October 15, 2025, was made by Donna Rotman and supported by Tahnee Mitchell. The motion passed 3-0

3. Public Comments

No comments.

4. New Business

- Perform 1-year employee evaluation of the Library Director.
- Following the written request by Debby Helmkamp for a closed session employee evaluation, and in accordance with the Open Meetings Act, a motion was made by Donna Rotman and supported by Tahnee Mitchell that the Personnel Committee meet in closed session to discuss the periodic personnel evaluation of Debby Helmkamp. The motion passed 3-0.
- Concluding the closed session, the regular personnel committee meeting resumed at 7:25 p.m. Roll call a second time: Donna Rotman, Tahnee Mitchell, and Sonja DeJong. Also present: Library Director Debby Helmkamp

5. Board Member Comments

A motion was made by Sonja DeJong and supported by Tahnee Mitchell that the Personnel Committee recommend to the Patmos Board that Debby Helmkamp's pay be increased to a salary position of \$55,000. In addition, the committee recommends a salary vacation schedule be adopted with any salaried persons earning four weeks' vacation during their employments of 1-4 years. At five years, that vacation increases to five weeks. A roll call vote was taken. The motion passed 3-0.

6. Adjournment

A motion to adjourn the meeting was made by Donna Rotman and supported by Tahnee Mitchell. The motion passed 3-0. The meeting was adjourned at 7:27 p.m.