

Patmos Library Board of Trustees

Board Meeting Minutes

June 8, 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 Tahnee Mitchell to approve the minutes from May 11, 2026. The motion passed 6-0.

3. Public Comments

General comments were made by Tricia Kryda.

4. Treasurer's Report

Boiler update: Installed 27 years, the boiler is running almost continuously and inefficiently. A technician estimates 18k to fix and another 11k to segment the building into three zones. A failure of the boiler could occur between six months and two years. Waiting until a failure will cost \$40-50K in repairs. All major repairs fall under township expenses.

The library director continues to research our high utility costs and meets with Consumers Energy this week to discuss lighting. Board conversation included questioning whether rebates are available through Consumers Energy for LED upgrades.

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

5. Library Report

Statistics

- Door Count –3,307, compared to 2025- 1,486 (includes 2-week closure last year)
- Circulation – 4,340
- New Library Cards – 30

Children’s Services

- Total participation – 1,199

Adult Services

- Total participation – 322

Highlights

- The Summer Reading Program (SRP) has 19 local vendors providing donations, including Lucky Strike Bowling’s donation value of \$3,650 in donated passes for SRP incentives.
- The library director is reviewing our cybersecurity protections and insurance following a recent ransomware incident at a local library.
- The library launched the Gather 2 Grow summer meal distribution partnership with a local food bank, which provides free shelf-ready meals to youth ages 18 and under as well as disabled adults up to age 26.
- Paige received the monthly staff recognition for her exceptional work, including transforming the library for the SRP theme.
- 472 kids signed up in three hours Saturday morning for the SRP.

6. Old Business

- Director Vacation Policy Review and Staff Vacation Policy Review:

A motion was made by Sonja DeJong and seconded by Tahnee Mitchell to table the vacation policy to the next meeting when we will review the policies of similar class three libraries in the area, so we are ready to implement changes in January. The motion passed 6-0.

- Position Classification Review and Discussion for Heather, Adult Services Librarian from Hourly to Salary Status.

Following discussion, a motion was made by Alaina Kwiatkowski and seconded by Donna Rotman to transition the Adult Services position from hour hourly to salary. The motion passed 6-0.

- Millage Postcard Reprint Review

After numerous minor grammatical edits, a motion was made by Bridgette Leyendecker and seconded by Betty Besteman to approve the in-house flier and mailer postcard with any modifications that we just stated. The motion passed 6-0.

A motion was made by Alaina Kwiatkowski and seconded by Bridgette Leyendecker to approve up to \$3,200 for mailing the millage postcard.

7. New Business

- Annual Performance Evaluation Review/Wage Adjustment for Melody

A motion was made by Bridgette Leyendecker and seconded by Tahnee Mitchell to adjust Melody's title to Circulation and Digital Services Coordinator and a raise in pay to \$20 per hour. The motion passed 6-0.

8. Board Member Comments

Bridgette shared her thanks to Debby, the library director, for her consistent mindfulness of the budget and the ways she has pre-emptively cut costs.

9. Adjournment

A motion was made by Bridgette Leyendecker and seconded by Tahnee Mitchell to adjourn the meeting at 7:31 p.m. The motion passed 6-0.