Patmos Library Board of Trustees
Board Meeting Minutes
October 12, 2026 – 6:30 p.m.

1. Call to Order

Roll Call

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

Excusing absent members: A motion was made by Bridgette Leyendecker and seconded by Tahnee Mitchell to approve the absence of Donna Rotman. The motion passed 5-0.

Approval of Agenda

A motion was made by Bridgette Leyendecker and seconded by Alaina Kwiatkowski to approve the agenda. The motion passed 5-0.

2. Minutes

A motion was made by Bridgette Leyendecker and seconded by Tahnee Mitchell to approve the minutes from September 14, 2026. The motion passed 5-0.

3. Public Comments

Kathy Van Zandbergen expressed thanks to the library board, the library director, and staff for all their work over the last 1 ½ years.

4. Treasurer's Report

The library fundraiser on September 22 at Culver's in Jenison raised $884.49. The library can hold several more fundraisers at this location.

A motion was made by Bridgette Leyendecker and seconded by Sonja DeJong to approve the September bills and cash disbursements. The motion passed 5-0.

5. Library Report

Statistics

• Door Count –3,532 (2025 was 2,900)

• Circulation – 4,591, compared to 3,962 in 2025

• New Library Cards – 28

Children's Services

• Total participation – 1,442

Adult Services

• Total participation – 147

Highlights/Updates

• The first issue of the Fall 2026 Patmos Press was distributed to newsletter subscribers.

•Patmos library members now have access to a free membership card at Blandford Nature Center. Additional information will be available soon.

•Aimee is reducing her circulation hours to 6 hours weekly. Sarah is the new hire circulation assistant who starts on October 21 and will work 8 hours weekly.

•Patmos Library will hold two annual in-service days, with the first scheduled for Monday, October 26. This time serves multiple purposes including dedicated library work, staff learning and professional development, shared projects, and team building and staff appreciation.

•The library is partnering with Helen DeVos Children's Hospital Toy Drive this Christmas season. This highly successful toy drive was first established by our Youth Services Librarian, Paige Mattox, and the library staff are excited to support this meaningful cause.

•Staff recognition this month recognizes Melody, the Circulation and Digital Services Coordinator. In addition to completing nine digital development certifications, Melody has ensured our online services and communication is accessible, engaging, and effective.

6. Old Business

• Staff Vacation Policy Review and Discussion:

Following discussion, a motion was made by Bridgette Leyendecker and seconded by Alaina Kwiatkowski to approve the Patmos Library staff vacation policy. The motion passed 5-0.

7. New Business

• Wage increase Proposal

With discussion on comparable rates, other staff rates, and employee retention, a motion was made by Sonja DeJong and seconded by Bridgette Leyendecker to approve the proposed wage rate of $21 per hour for Paige, effective October 27, 2026. The motion passed 5-0.

8. Board Member Comments

No board comments.

9. Adjournment

A motion was made by Bridgette Leyendecker and seconded by Alaina Kwiatkowski to adjourn the meeting at 7:07 p.m. The motion passed 5-0.