

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for July 18, 2024

7:00 PM

1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 7:00 PM. Motion to excuse Betty Besteman was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

Approval of Agenda

Motion to amend the agenda of the July 18, 2024, special meeting to include the topics of parking lot and sprinkling system under New Business was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

2. MINUTES

Motion to approve the minutes of the board meeting on July 8, 2024, was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

3. PUBLIC COMMENTS

Comments made by:

Tom Hillegands

Leslie Kwiatkowski

Jesse Dilman

4. NEW BUSINESS

- Harassment of Library Staff - A discussion was held and the policy reviewed. The policy will be posted prominently in the library and staff will be informed of procedures in the event of another event. Alaina Kwiatkowski recommended the board put out a joint statement regarding the harassment.
- Resignation of Library Director & Next Steps - Jamie Jewell has offered to step into the role of Interim Director effective July 26, 2024. The Personnel Committee will draft a job description with Jamie to determine her responsibilities as Interim Director. Motion to approve Jamie Jewell as Interim Director effective July 26, 2024, was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed. The discussion of reducing library hours and library staff compensation for taking on more responsibilities and working more hours was tabled until our August meeting. Motion to accept the resignation of Leah Kirchhoff effective July 24, 2024, was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Discussion of Library Manager Position - Alaina Kwiatkowski reinstated the Personnel Committee to begin working on a job description for the Interim Director as well as start the process of posting for the position of Library Director. Motion to allow the Personnel Committee to use up to \$500 to post the position of Library Director was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- Permission for Library Board President to Sign ADA Agreement - Motion to approve the Library Board President, Alaina Kwiatkowski, to sign the ADA Agreement with the U.S. Office of Civil Rights in the Department of Education was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

- Discussion of Hiring Outside Firm to assist with the website audit and updates - Alaina Kwiatkowski proposed that we seek out an outside firm to help with the website audit and updates. Motion to approve Alaina Kwiatkowski to enter into an agreement with an outside firm to assist with the audit and redevelopment of the website was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Parking Lot - Alaina Kwiatkowski will continue to work to resolve the the parking lot issue. Larry Walton will follow up with the township regarding the shared use of the parking lot.
- Sprinkling System - Larry will follow up with the township regarding the malfunction of the sprinkling system.

5. BOARD MEMBER COMMENTS

- Marcia Frobish shared that she was saddened by what happened here in the library and in the community.
- Larry Walton shared that he was shocked by what happened and thought we were making headway gaining the trust of the community.
- Alaina Kwiatkowski shared that she was shocked and saddened that people feel it's okay to treat our staff that way regarding the harassment.
- Deb Fridsma suggested that we educate supporters on how to treat each other and how to have disagreements respectfully.

6. ADJOURNMENT

A motion to adjourn was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed. Adjournment at 7:41 PM.