

# Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for November 11, 2024

6:00 PM

## 1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:00 PM. All members were present.

Approval of Agenda

Motion to approve the agenda of the November 11, 2024, meeting was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

## 2. MINUTES

Motion to approve the minutes of the board meeting on October 14, 2024, was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

## 3. PUBLIC COMMENTS

Comments made by: none

## 4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Motion to approve the October bills and cash disbursement was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

## 5. LIBRARY REPORT

- November statistics included comparisons from 2023. There was a significant increase in foot traffic, another significant increase in digital circulation, and an increase in physical circulation.
- Book labeling project continues.
- Children and adult programming continue to be well attended.
- Future opportunities for all patrons were shared.
- Library of Things should be available to patrons by end of November.
- Website reconstruction continues as well as website brand development.

## 6. UNFINISHED BUSINESS

- Library Fire System Update - Laurie Van Haitsma, township supervisor, shared that our fire alarm system is 72% complete and continues to be worked on.

- Website Project Update - Staff continues to be trained to audit the website. The project is slated to be complete in the timeline expected. Zoe Willoughby-Barker, Library Administrative Director, will look into the billing process.
- Interior Painting Proposal - Zoe shared two different proposals. Motion to approve interior painting of the library using the estimate provided from CC Painting Service allowing library staff to determine days and times of service was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Library Parking Lot Discussion - Since the township owns the lot, decisions regarding unknown cars parked for extended periods of time will need to be made by the township. Zoe will research and communicate with the township regarding options moving forward.

## **7. NEW BUSINESS**

- Employee Benefits Discussion - Zoe inquired about our vacation policy and advocated for two employees that qualify for vacation and have not yet received the benefit. Alaina Kwiatkowski asked Zoe to come up with possible solutions to the problem and present these options at the next board meeting. Also, Zoe asked the board to consider offering additional benefit options for full time staff.
- Head Librarian Position Clarification - Motion to table the discussion regarding the Head Librarian Position Job Description until the December meeting due to time constraints was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

## **8. BOARD MEMBER COMMENTS**

- Marcia Frobish praised the staff present for collaborating effectively while managing the challenges of implementing a new position.
- Alaina Kwiatkowski thanked Jamie Jewell for her dedication and hard work during the period without a director, and for handling additional responsibilities in the meantime.

## **9. ADJOURNMENT**

A motion to adjourn was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed. Adjournment at 6:45 PM.