

Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for December 9, 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 adding January Meeting Date under New Business was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

Motion to approve the amended agenda of the December 9, 2024, meeting was made by Alaina Kwiatkowski and supported by Betty Besteman.

2. MINUTES

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

3. PUBLIC COMMENTS

Comments made by: none

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Marcia shared some information regarding her job as treasurer and the responsibilities that come with that role to help with the transition.

Motion to approve the November bills and cash disbursement was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

5. LIBRARY REPORT

- November statistics included comparisons from 2023. There was a significant increase in foot traffic, another 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.
- Painters recommended closing the library for two to three days to expedite their upcoming work. It was suggested the closure be for a Friday and Saturday after the new year.
- Library of Things is now available to patrons.
- New website is in final stages of development with an expected launch in early January.

6. UNFINISHED BUSINESS

- Head Librarian Job Description - Motion to approve the amended changes to Head Librarian Job description was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- Employee Benefits Proposal - Motion to offer a monthly health insurance stipend of \$375 to the Administrative Director was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- Motion to amend the Employee Benefits (sections 4.1, 4.3, 4.4 and 4.7) in our policy manual was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

7. NEW BUSINESS

- 2025 Proposed Budget - Alaina Kwiatkowski suggested that staff look at the proposed budget and asked them to give recommendations at the next board meeting.
- Hotspot Policy Update - Motion to approve amended Hot Spot Policy language (sections 1.2 and 1.3) to include no same day return and/or checkouts was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- January Meeting Date - Motion to approve the next regular library board meeting date of January 13, 2025, at 6:00 PM was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

8. BOARD MEMBER COMMENTS

- Alaina Kwiatkowski expressed her gratitude to the departing board members for their dedication and hard work.
- Marcia Frobish encouraged the two remaining board members to continue the library's good work and to ensure that all community members are represented.
- Betty Besteman thanked Larry Walton and Kathy VanZandbergen for their expertise and contributions to the various committees on which they served together. She also expressed her gratitude to the other departing board members.

9. ADJOURNMENT

A motion to adjourn was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed. Adjournment at 7:21 PM.