

# Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for July 8, 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 July 8, 2024, meeting was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

## 2. MINUTES

Motion to approve the minutes of the special board meeting on June 20, 2024, was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

## 3. PUBLIC COMMENTS

Comments made by:

Joyce Ploeg

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

Marcia shared information regarding our budget thus far into the fiscal year. It shows that we have excess money that she feels we should use to improve the library to show good faith to the community that supported the past millage.

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

## 5. LIBRARY REPORT

- June statistics included comparisons from 2023. There was a significant increase in foot traffic, another significant increase in digital circulation, and a slight decrease in physical circulation.
- Children and adult programming continue to be well attended.
- The director shared many upcoming opportunities for both children and adults.
- Library of Things - Patrons have requested items like a Kitchen Aid mixer, travel adapters, binoculars and more. Motion to approve using EveryLibrary funds with a budget of up to

\$6,000 for a “Library of Things” was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

- Wireless printing (from personal devices) will be available to patrons starting July 19, 2024.
- A new decal sign has been ordered for the front door.
- All staff will be fully trained to operate the AED machine located in the library by the end of July.
- The director is gathering information on liability coverage for the library.
- The director received a quote from Riverside Integrated Systems for an updated conventional fire system which includes a building security alarm.
- New Hires - The library is now fully staffed.

## **6. UNFINISHED BUSINESS**

- Director Health Insurance - Motion to approve an annual stipend of \$8,000 (to be paid out on a monthly basis) for health insurance coverage for the library director was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.
- ADA Agreement - Motion to approve the library director (Leah Kirchhoff) 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 Betty Besteman. The motion passed.
- Liability Insurance - The director reported that she is working with the township to make sure we have coverage.

## **7. NEW BUSINESS**

- Fire Prevention/Security Alarm - The director will present the quote for a new system to the Township Board next Monday.
- Depot Room Policy - The director shared changes that were made to the policy. These include: changing the seating capacity to 35, a few grammatical changes were made as well as correcting an error on a form related to the Depot Room Policy. Motion to approve the updates to the Depot Room Policy was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- Employee Handbook - Motion to update the Employee Handbook Policy section 3.4 to all employees are paid bi-weekly and section 4.8 to state that employees will be given one 30 minute break when working a seven hour shift was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.
- Study Room - Motion to approve up to \$6,000 for the construction of a study room was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed.

## **8. BOARD MEMBER COMMENTS**

- none

## **9. ADJOURNMENT**

A motion to adjourn was made by Alaina Kwiatkowski and supported by Marcia Frobish. The motion passed. Adjournment at 6:41 PM.