

# Patmos Library

Meeting of the Patmos Board of Trustees

Minutes for September 11, 2023

## 1. CALL TO ORDER

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

Approval of Agenda

Motion to add a moment of silence before the approval of minutes and add board comments to the agenda for the September 11, 2023, meeting was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.

## 2. MINUTES

Motion to approve the minutes of the special board meeting on August 8, 2023, was made by Alaina Kwiatkowski and supported by Larry Walton. The motion passed.

## 3. PUBLIC COMMENTS

Comments made by:

Carrie Irwin

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

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

## 5. LIBRARY REPORT

- July and August statistics included comparisons from 2022. There was a slight decrease in foot traffic, a significant increase in digital circulation, an increase in internet usage, a slight decrease in physical circulation and some discrepancy in reference questions stats due to prior record keeping.
- Upcoming children and adult programs were presented.
- Summer reading program went well. Total participants were 467.
- Hoopla began on August 14. Number of patrons registered continues to increase.
- Volunteers from the Friends of the Library as well as GE made upgrades to our landscaping and planted some new plants.
- Jamie informed us that Lakeland Library Cooperative has given us a six month notice of termination of services if our membership requirements are not met.

## **6. POLICY COMMITTEE REPORT**

- Motion to approve the Consent of Disclosure Forms (children and adult) was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.
- Motion to approve the Consent to Photo Form was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.
- Motion to approve the Bulletin Board Policy (with the change of and/or under section IIA) was made by Alaina Kwiatkowski and supported by Kathy VanZandbergen. The motion passed.
- Motion to approve the Library Book Tagging Policy was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

## **7. MILLAGE COMMITTEE REPORT**

- Alaina Kwiatkowski presented a quote for the proposed mailing as well as a design for the mailing to go out as soon as possible.
- An additional mailing is planned to go out in October with more information.
- Bookmarks are also in the works to be handed out at the library.
- Motion to pass a resolution of using up to \$3,000 out of our EveryLibrary account to send out an informational mailer to township voters was made Alaina Kwiatkowski and supported Larry Walton. The motion passed

## **8. PERSONNEL COMMITTEE**

- Kathy appointed herself, Larry Walton and Betty Besteman to the Personnel Committee.

## **9. UNFINISHED BUSINESS**

- Facility Maintenance Update - The air conditioning needed repairs and was done in a timely manner. The irrigation was fixed at one point and now has another leak. The fire panel is being handled by the township.

## **10. BOARD MEMBER COMMENTS**

- Marcia requested that someone read the letter from Lakeland to help us all understand what and how the termination of Lakeland Library Cooperative will affect us. Jamie read excerpts of it.
- Deb addressed Carrie Irwin's question during public comments sharing that there are zero books in the children section that have been deemed as "inappropriate" by patrons and a few in the young adult section.

## **11. ADJOURNMENT**

A motion was made by Kathy VanZandbergen and supported by Marcia Frobish to adjourn. The motion passed. Adjournment at 6:37 PM.