

Minutes
Meeting of the Patmos Board of Trustees

February 10, 2025, 6:30 p.m.

1. CALL TO ORDER

The meeting was called to order by President Alaina Kwiatkowski at 6:30 p.m. All board members were present.

Approval of Agenda

Motion to approve the agenda of the February 10, 2025, meeting was made by Alaina Kwiatkowski and supported by Bridgette Leyendecker. The motion passed.

2. MINUTES

Motion to approve the minutes of the board meeting on January 13, 2025, was made by Alaina Kwiatkowski and supported by Donna Rotman. The motion passed.

3. PUBLIC COMMENTS

Comments made by:

Rebecca Curran: referencing request for no charge use of the Depot room by a nonprofit organization. See New Business, #3.

4. TREASURER'S REPORT & BILLS AND CASH DISBURSEMENT

Motion to approve the January bills and cash disbursement was made by Alaina Kwiatkowski and supported by Sonja DeJong. The motion passed.

5. LIBRARY REPORT

The library's Administrative Director gave the monthly January report:

- 2075 patrons in January, up 21% from 2024.
- 3787 physical circulation, down 8%, and digital circulation nearly the same.
- The book labeling project for January included 504 (not new) books.

- Children's services programs attendance was 583, with adult services attended at 241.
- The new website was released and running smoothly, including passing our preliminary audit review.
- A practicum student is completing her 90 hours of library learning at Patmos.

6. UNFINISHED BUSINESS

Part Time Staff Vacation Time Discussion: Following board discussion and input from the Library Administrative Director, the board requests additional information from the Administrative Director that outlines an alternate option of prorated/earned vacation time.

7. NEW BUSINESS

- Personnel Evaluation Form: No discussion. The Personnel Committee will review the form and bring any recommendations to a future board meeting.
- Library Weather Closure Policy Discussion: At the request of several residents, the board discussed the current policy that closes the Patmos Library any time Hudsonville Public Schools closes for inclement weather. Although the safety of our staff is a high priority, the board recognized that the library opening times of either 10:00 a.m. or noon may allow the roads to have improved enough to safely open even on school snow days.

A motion to refer the Library Weather Closure Policy to the Policy Committee for review was made by Alaina Kwiatkowski and supported by Tahnee Mitchell. The motion passed.

- RWOC Depot Room Request: A policy that allows only 501c3 organizations to use the Depot Room at no charge was not properly enforced previously due to high library employee turnover. As such, 501c4 or other nonprofit (non 501c3) organizations that previously used the library at no charge will need to pay the regular room rate in the future. The board discussed whether organizations that are political in nature should be permitted to use the Depot Room at no charge. Library staff pointed out that Lakeland Library Cooperative recommends that political organizations not be permitted to rent library rooms at no charge.

A motion to refund the Republican Women of Ottawa County for their January 2025 fee due to a mixup and miscommunication from the library was made by Alaina Kwiatkowski and supported by Betty Besteman. The motion passed.

A motion to refer the Depot Room policy to the Policy Committee for review was made by Alaina Kwiatkowski and supported by Sonja DeJong. The motion passed.

- 2025 Proposed Budget Discussion
 - The fiscal year starts in April, the 2025/2026 budget needs to be passed in March of 2025.
 - The current proposed budget forecasts a net loss of \$43,500. The library would need to cut services significantly in order to balance the budget.
 - We have limited funds outside the library's general revenue stream which will cover this year's projected loss, but the board recognized this is not sustainable long-term.
 - The board discussed the library's millage. It is unknown if a millage increase would be supported by the community. The board did recognize that long term, an increase in the millage will be necessary, but also recognized that asking for an increase is difficult.
 - More discussion is needed before finalizing the budget. The administrative director has been asked to present a revised and balanced budget as well as an analysis of how drastic budget cuts from certain line items would impact the community's use of the library.
- Library Special Projects Discussion: These projects are separate from the budget and equate to \$5,300 in the replacement of worn/missing books, and some puzzles and board games removed from circulation due to poor condition.
- Annual Survey Draft: The staff will proceed with the development of an informational flyer mailing for the community that will include a QR code for the annual survey.
A motion to approve up to \$1,500 for the mailing of these flyers was made by Alaina Kwiatkowski and seconded by Bridgette Leyendecker. The motion passed.
- Approval for Funds for Continuing Education Opportunity: The Library Administrative Director, consistent with our Personnel Policy section 4.15, requested the approval of a \$975 expense to participate in a four-session workshop in March and April to improve, guide, and advise newer library directors. A motion was made to approve the expense of \$975 for continuing education by Alaina Kwiatkowski and seconded by Sonja DeJong. The motion passed.

8. BOARD MEMBER COMMENTS

Sonja DeJong suggested the participation of the Patmos Library in the Memorial Day parade, including passing out magnets with our hours or some other promotional item.

Motion to adjourn at 7:58 p.m. was made by Alaina Kwiatkowski and seconded by Donna Rotman. The motion passed.