



# Patmos Library of Jamestown, Michigan

## **MINUTES** **Meeting of the Board of Trustees** **January 19, 2017**

### **CALL TO ORDER**

- A. The meeting was called to order at 6:01PM by President Deb Fridsma at the Patmos Library located at 2445 Riley St., Jamestown, Mi.
- B. **ROLL CALL** Present: Deb Fridsma, Larry Walton, Dick Patmos, John Strick, Marcia Frobish, Marcia Pluim and Stephanie Rogers.

### **APPROVAL OF AGENDA**

A motion was made by Marcia Frobish and supported by John Strick to approve the Agenda. The motion was carried.

### **MINUTES**

A motion was made by Marcia Frobish and supported by John Strick to approve the minutes of December 15, 2016. The motion was carried.

### **PUBLIC COMMENT**

None

### **RESERVED TIME**

None

### **TREASURER'S REPORT**

A motion was made by John Strick and supported by Dick Patmos to approve the treasurer's report. Motion was carried.

### **BILLS & CASH DISBURSEMENTS**

- A. A discussion was held by Marcia Frobish and Stephanie Rogers about the two purchased gift cards at \$250.00 each. The cards were used to purchase the new library AV equipment and other library materials. Director Stephanie Rogers reported that the recently purchased AV equipment is not complete and the library may need to purchase additional AV equipment in the future for the Depot Room.
- B. The board had a discussion and agreed that Director Stephanie Rogers and Treasurer Marcia Frobish should be able to access our library accounts from the bank.

- C. A motion was made by Larry Walton and supported by John Strick to form a sign committee concerning the front outdoor sign. Motion passed. Committee members are: Larry Walton, Dick Patmos, and Ben Miller. Also adding to the committee will be Deb Frobish and Stephanie Rogers. A second motion was made by Marcia Frobish and supported by John Strick to move forward in finding ways to fund the new sign. Motion carried.

## DIRECTOR'S REPORT

- A. Stephanie Rogers discussed the latest library changes.
1. Library staff is cleaning house and working on updating library space and materials.
  2. Patron computers and catalog computers were moved to be closer to the collections. Patrons can now access and use genealogy computer as well as the printer.
  3. The children's area has expanded.
  4. Established a new Teen Area, located by the Young Adult and Tween collections.
  5. DVD's are also in a new location, near the front of the library.
  6. The library website is currently being updated by Stephanie Rogers. Community can now find site located at its new domain, patmoslibrary.org.
  7. A Paper Gator is now located at the library for the community needs. Library staff welcomes all community members who wish to use it.
  8. The library also no longer has a dumpster. A recycling bin has taken its place in order to pursue the library's resolution to recycle.
  9. The library is also planning a Book Sale for the spring.
  10. Carpet Cleaning estimates were presented: L&M quoted \$920.00 and Meyers at \$750.00 to clean all carpeted areas of the library. A motion was made by Larry Walton and supported by Dick Patmos to approve carpet cleaning for spring. Motion carried.
  11. Roofing bids: the discussion for roofing bids is to be tabled until further notice from Jamestown Township. The Township has agreed to help pay for the new roof.
  12. Go Fund Me Campaign for new library sign: sources for raising funds were discussed. Website, Silent Auction, Yard Sale, and a Book Sale were a few ideas that were discussed.
  13. Hours Options Survey: Library Hours Currently Open: 37. The survey will have choices to improve future library hours. Deb Frobish suggested one more option for the library to be open during evening hours.
  14. Library Signage throughout Jamestown: Stephanie Rogers will contact Township Director Ken Bergwerff to put up Library signs at Byron Center Ave., Quincy St. and 8<sup>th</sup> Ave.
  15. December Financial Statement: Discussion held earlier in meeting.



# Patmos Library of Jamestown, Michigan

## UNFINISHED BUSINESS

Youth grants will be pursued by Children's Librarian, Katie Manting-Kirk in the future. Stephanie Rogers will be able to apply for grants once she has her MLA and ALA membership. Both will attend future conferences.

## BOARD MEMBER COMMENTS

None

## MOTION TO ADJOURN

A motion was made by Marcia Frobish and supported by Dick Patmos for adjournment of the meeting. Motion carried at 7:40PM.

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President

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Secretary