

Romulus Public Library Board
Meeting Minutes
March 18, 2019 at 5 p.m.

1. **Call to Order** at 5:02 p.m. by President, Jim Napiorkowski. Napiorkowski asked Director Braden to take the minutes in the secretary's absence.
Present: Jim Napiorkowski, Debbie Hoffman, Candace Lewkowicz, Bill Wadsworth, Patty Braden (Library Director)
Excused: Candace Myshock
Guests: Barb Stanisz, President, Friends of the Library
2. **Approval of Agenda: Motion by Hoffman, supported by Lewkowicz** to approve the agenda as presented. Motion carried.
3. **Approval of the Minutes from the February 19, 2019 meeting:** No minutes were available. Tabled until next meeting.
4. **Communications:** Braden announced that the Library has earned the Enhanced Level certification of the Quality Services Audit Checklist (QSAC) by the State of Michigan. The certificate of completion will be on display in the Library. Braden announced upcoming adult events at the Library: Garden Club speaker, Drew Lathin will present, *Creating Successful Native Plant Landscapes* on Monday, April 1 at 6:30 p.m. and VegMI (Veg Michigan) personnel will discuss the benefits of a plant-based diet on Thursday, May 2 at 6 p.m. Food samples will be provided. On Thursday, May 23 at 6 p.m., Pam Jaslove and her jazz trio will perform a concert at the Library. This program is sponsored by The Library Network.
5. **President's Report:** President Napiorkowski requested a Closed Session to review the 2019/20 preliminary budget.

Motion by Hoffman, supported by Lewkowicz to move to Closed Session at 5:05 p.m. Motion carried.

Motion by Wadsworth, supported by Hoffman to move to Open Session at 5:48 p.m. Motion carried.

Motion by Hoffman, supported by Wadsworth to approve the 2019/20 preliminary budget as amended to include \$34,400 in capital improvements based on the revised year two goals in the strategic plan and a wage increase for the Page II position beginning Jan 1, 2020 to prevent compression due to the minimum wage increase for the Page I. Motion carried.

6. Financial Report:

- a. Treasurer Hoffman presented the February 2019 warrant and financial report. She reported that the library budget is strong with revenues over budget, expenditures under budget, and a healthy fund balance. **Motion by Wadsworth, supported by Lewkowicz** to approve the February 2019 warrant in the amount of \$12,978.04 and place the February 2019 financial report on file. Motion carried.
- b. **Request to increase Meeting Room charges:** Braden reminded the board that there is no charge for non-profit residents to use the Library Meeting Room and requested an increase in room rental fees for for-profit residents and non-residents beginning July 1, 2019. **Motion by Hoffman, supported by Lewkowicz** to increase for-profit resident group/individual fees

for the Library Meeting Room to \$40 for up to four hours and non-resident group/individual fees to \$125 for up to four hours beginning July 1, 2019. Motion carried.

- 7. Library Director's Report:** Braden reported that 1st quarter Rocks are either completed or close to completion and 2nd quarter Rocks will focus largely on completing the year one strategic plan goals.
 - a. Review/approve Strategic Plan timeline change:** The board reviewed the revised timeline. Braden reported that, due to budget issues, several of the year two goals were moved to year three and some year three goals were moved to year two. **Motion by Lewkowicz, supported by Hoffman** to approve the revised strategic plan timeline. Motion carried. Braden will forward the updated timeline to the Strategic Planning Committee, Romulus Chief of Staff, and elected officials in both communities.
 - b. Review/approve revised Examination Proctoring Policy: Motion by Hoffman, supported by Lewkowicz** to approve the revised Examination Proctoring Policy. Motion carried.
- 8. Committee Reports:**
 - a. Friends of the Library** – Friends President, Barb Stanisz distributed membership brochures to all board members and asked that they join the Friends or renew their membership. She reported that Friends members will be attending the State of the Library address on March 25 at 7 p.m.; several standing committees have been formed; membership dues are due; Board members are invited to a showing of three webinars on recruiting and working with volunteers to be held at the Library on Thurs, April 4, 1 – 4 p.m.; working with the Library Director, the Friends were added to the volunteer page on the city of Romulus website; they will be updating the Friends Facebook page; and, Stanisz will be working with the Library Director on a Memorandum of Understanding between the Friends and the Library.
- 9. Unfinished Business:**
 - a. Huron Township contract:** Napiorkowski reported that he, Treasurer Hoffman, and Director Braden met with Huron Township Supervisor, Dave Glaab to review the revised agreement. Braden answered many questions that Supervisor Glaab had regarding the strategic plan and how the agreement would address the Library's goals. After some discussion, Supervisor Glaab asked for time to consider the responses and the agreement. Braden will follow up with him in the next week.
- 10. New Business:** Question was asked if the Library has a notary public on staff. Braden responded that no, there is not a notary public on staff but that investigating it is a goal in year two of the strategic plan.
- 11. Public Comment:** Napiorkowski announced that a stamp show for collectors will be held at the Hellenic Cultural Center on Joy Rd on April 13th.
- 12. Adjournment: Motion by Wadsworth, supported by Hoffman** to adjourn at 6:19 p.m. Motion carries.

Next meeting: Monday, April 15th at 5:00 p.m.