

Romulus Public Library Board  
Meeting Minutes  
April 15, 2019 at 5 p.m.

1. **Call to Order:** President, Jim Napiorkowski called the meeting to order at 5:02 p.m. Napiorkowski asked Director Braden to take the minutes in the secretary's absence.  
**Present:** Jim Napiorkowski, Candace Lewkowicz, Bill Wadsworth, Director, Patty Braden  
**Excused:** Candace Myshock, Debbie Hoffman  
**Guests:** Barb Stanisz, President, Friends of the Library
2. **Approval of the Agenda: Motion by Wadsworth, supported by Lewkowicz** to approve the agenda as presented. Motion carried.
3. **Approval of the Minutes: Motion by Lewkowicz, supported by Wadsworth** to approve the minutes from the March 18, 2019 meeting. Motion carried.
4. **Communications:** Braden reported that Asst Director/Youth Services Librarian, Jessica Wilhoite attended the Michigan Library Association Spring Institute Conference in Bay City. Wilhoite received a grant to attend the grant so there was no cost to the library. The conference is for Youth and Teen Librarians and included a workshop on the state's "Read by Grade Three" program. Wilhoite brought back ideas for creating literacy packs for grades K-3. Braden also reported on discussions in the cooperative regarding libraries going "fine free". There are those on both sides of the debate. To date, fine free libraries in the online shared system include Hartland, Taylor, Redford, Garden City, and Milford. Allen Park and Southgate are considering the move. Braden is not considering it at this time.
5. **President's Report**
  - a. **Preparation of Budget Presentation April 22, 2019:** President Napiorkowski plans to attend and requested that Braden provide the presentation to city council.
  - b. **Update on SAM Print Kiosk:** Braden reported that the quote for the kiosk is \$7,300 with a \$1,330 annual maintenance fee. Braden will keep this purchase in mind when reviewing costs for other capital improvements next fiscal year
6. **Financial Report:**

President Napiorkowski presented the March 2019 warrant and financial report. The budget continues to be strong with revenues over budget, expenditures under budget, and a healthy fund balance. **Motion by Lewkowicz, supported by Wadsworth** to approve the March 2019 warrant in the amount of \$20,817.14 and place the March 2019 financial report on file. Motion carried. Braden reported on the city's administrative charges for FY 2019/20 compared to FY 2018/19. The costs have decreased slightly for FY 2019/20.
7. **Library Director's Report:** Braden reviewed the 2<sup>nd</sup> quarter rocks and reported that all 1<sup>st</sup> quarter rocks have been completed. One of our library assistants has accepted a higher level position at another library. Her last day is April 25, 2019. The Adult Services Librarian position has been posted.
8. **Committee Reports:**
  - a. **Friends of the Library** – Friends President, Barb Stanisz reported that several Friends members attended the Friends of the Michigan Libraries conference; the webinar previously scheduled for April 4<sup>th</sup> has been moved to April 25<sup>th</sup> at 1 p.m.; the Friends reviewed the Memorandum of Understanding and are hoping to approve it at the May meeting; a used computer was donated to the Friends and is up and running; the Friends are looking at alternative funding sources, including obtaining 501 (c) 3 status; the Friends held their best book sale ever last week, raising over \$500; the next book

sale is in July and Stanisz requested that the board consider supporting it; the Friends celebrated National Library Workers Day on April 9<sup>th</sup> by providing a card and cake for the staff as well as buttons for them to wear.

**9. Unfinished Business:** none

**10. New Business:** President Napiorkowski mentioned several articles in local newspapers announcing the libraries enhanced level Quality Services Audit Checklist certification. He congratulated Braden and staff on a job well done.

**11. Public Comment:** none

**12. Adjournment: Motion by Wadsworth, supported by Lewkowicz** to adjourn at 5:35 p.m.  
Motion carried.

**Next meeting: Monday, May 20<sup>th</sup> at 5:00 p.m.**

Minutes submitted by Patty Braden, Director