

Romulus Public Library Board  
Meeting Minutes  
May 20, 2019 at 5 p.m.

1. **Call to Order:** President, Jim Napiorkowski called the meeting to order at 5:01 p.m. Napiorkowski asked Director Braden to take the minutes in the secretary's absence.  
**Present:** Jim Napiorkowski, Debbie Hoffman, Candace Lewkowicz, Bill Wadsworth, Director, Patty Braden  
**Excused:** Candace Myshock  
**Guests:** Barb Stanisz, President, Friends of the Library
2. **Approval of the Agenda:** Director Braden requested that approval of a budget amendment to cover utility costs be added to the agenda. **Motion by Lewkowicz, supported by Hoffman** to approve the agenda as amended. Motion carried.
3. **Approval of the Minutes:** **Motion by Wadsworth, supported by Lewkowicz** to approve the minutes from the April 15, 2019 meeting. Hoffman abstained. Motion carried.
4. **Communications:** Director Braden reported on activities held during National Library Week, April 8 – 12, 2019, including patron responses to the statement "I Love My Library Because ...". All responses received are posted on the end panel near the Teen Collection. Braden received a request to follow up with a resident who is asking for clarification on revenues in the FY 2019/20 budget. Napiorkowski suggested inviting the resident to a library board meeting. Braden will follow up with the resident. The library received a beautiful plaque from the Library of Michigan recognizing the recent achievement of the QSAC Enhanced Level certification.
5. **President's Report:** President Napiorkowski received a letter from Judge David Parrott at the 34<sup>th</sup> District Court congratulating the library on the QSAC Enhanced Level certification. Napiorkowski reported on an article he read regarding the use of Narcan in libraries.
6. **Financial Report:**
  - a) Treasurer Hoffman presented the April 2019 warrant and financial report. **Motion by Wadsworth, supported by Lewkowicz** to approve the warrant in the amount of \$17,921.53 and place the financial report on file. Motion carried.
  - b) **Budget Amendment:** Director Braden presented a budget amendment to cover the cost of utilities as requested by the city Finance Dept. **Motion by Hoffman, supported by Lewkowicz** to approve the budget amendment increasing the Utilities account by \$7,000 and decreasing the fund balance by the same. Motion carried.
7. **Library Director's Report:** Braden reported that interviews for the Adult Services Librarian position are completed and a candidate has accepted the job. Start date is to be determined after paperwork is completed.
  - a) **Intrafund transfer to process grant funds:** **Motion by Hoffman, supported by Lewkowicz** to approve the intrafund transfer increasing the Programming – Grant-funded account by \$200 and decreasing the Programming account by the same. Motion carried.
  - b) **Request for Salary Study of PT Library Assistants:** Director Braden requested board approval to perform a salary study for PT library assistants to determine if our salaries are on par with other libraries of our size. The study would also help resolve the issue of salary compression brought on by the annual ten-year minimum wage increase issued by the state. **Motion by Hoffman, supported by Wadsworth** to approve the request that a salary study for part-time library assistants be conducted. Motion carried.

**8. Committee Reports:**

- a. **Friends of the Library** – Friends President, Barb Stanisz reported that the April book sale produced the highest revenues from a book sale to date. The Friends continue to look for ideas to improve the sale and increase revenues. Stanisz reported that the Friends of the Michigan Libraries’ webinar was very informative and helpful. The Friends reviewed the Memorandum of Understanding and hope to vote on it at the June meeting. The Friends are planning volunteer time for the summer reading kick-off on June 18.
- b. **Nominating Committee:** Napiorkowski reported that the election of officers for FY 2019/20 will be held at the June meeting. Lewkowicz agreed to run for secretary if needed.

**9. Unfinished Business:**

- a) **Huron Township Contract status:** Braden reported that the Huron Township Data Comparison document was updated with additional information at the request of the township supervisor. The updated document is included in the board packet. Braden will keep the board informed regarding any communications with Huron Township.

**10. New Business:** none

**11. Public Comment:** none

**12. Adjournment: Motion by Wadsworth, supported by Hoffman** to adjourn the meeting at 5:44 p.m. Motion carried.

**Next meeting: Monday, June 17 at 5:00 p.m.**

Minutes submitted by Patty Braden, Director