

Romulus Public Library Board

Meeting Minutes

June 17, 2019

1. Call to Order: President, Jim Napiorkowski called the meeting to order at 5:04 p.m.

Present: Jim Napiorkowski, Candace Lewkowicz, Bill Wadsworth, Director, Patty Braden

Excused: Debra Hoffman, Treasurer

Guests: Barb Grose, Friends of the Library and Jake Rynicki, Adult Services Librarian

2. Approval of the Agenda: Motion by Wadsworth, supported by Lewkowicz to approve the agenda as written. Motion carried.

3. Approval of the Minutes: Motion by Wadsworth, supported by Lewkowicz to approve the minutes from the May 20, 2019 meeting. Motion carried.

4. Communications: Director Braden reported that a letter was received from State Representative Alex Garza congratulating the library on the recent award of an LSTA Grant. Mr. Garza expressed his support of the library and his pleasure that our community supports and values the library. He also stated that if he can be of assistance we can call on him to support the library.

Director Braden also reported that the City of Romulus has a new Organizational Chart. Tim Keyes has retired and his duties have been divided among other employees already employed by the city. Approximately \$112,000.00 will be saved by the city with the new restructuring plan.

Director Braden also reported that Barb Grose is applying to the city to be the new Trustee on the Library Board. She has suggested replacing the donation monkey on the circulation desk with a pig. The donation jar is for the Friends of the Library. Board members were asked to join in the vote to name the new donation jar pig.

5. President's Report: President Napiorkowski reported that a letter of resignation from Candace Myshock as board member and representative for Huron Township has been received. Barb Grose will be applying for the position this week.

6. Financial Report:

a) President Napiorkowski presented the May 2019 warrant and financial report. **Motion by Lewkowicz, supported by Wadsworth** to approve the warrant in the amount of \$13,264.06 and to place the financial report on file. Motion carried.

b) **Budget Amendment:** Capital Improvements in FY 2019/2020 Director Braden reported that we do not need to replace the air handler as previously thought. It was able to be repaired. She also reported that the parking lot costs have not been billed as of yet. The parking lot costs will have to be rolled over to next fiscal year and we will hopefully have been invoiced by the July board meeting. **Motion by Wadsworth, supported by Lewkowicz** to table the budget amendment until the July 2019 board meeting. Motion carried.

7. Library Director's Report: Director Braden reported that a representative from the Dearborn Genealogical Society will be here on Thursday June 20th, from 6:30-7:30 and will lead in learning how to begin a genealogical study.

a) Intrafund transfer for Maintenance Contracts and Contractual Services in the 2018/2019 FY: Motion by Lewkowicz, supported by Wadsworth to approve the intrafund transfer increasing the contractual services account by \$200.00 and the maintenance contracts account by \$1100.00 and decreasing the electronic resources budget by \$1300.00. Director Braden explained that E-newsletter numbers have increased and collection agency costs have increased. She also explained that printing and copying of the monthly calendar to all schools and patron printing and copying has greatly increased costs. Motion carried.

8. Committee Reports:

a) Friends of the Library: Director Braden reported for Friend President Barb Stanisz that the Friends had their biggest Book Sale ever earning \$525.00. The next book sale will be July 11-13th. There will be a 5th Monday Game Night on Monday July 29, 2019. All are welcome. The Friends will be actively involved in the Summer Reading Kickoff and the Final copy of the memorandum of understanding between the Friends of the Library and the Library was read at the last meeting. Director Braden also reported to the Friends on the weeding program used at the library and answered questions any members had.

9. Unfinished Business:

a) Huron Township Contract Status: Director Braden has been in contact with Huron Township and reported that David Glaab has received all information requested. We are waiting for a response.

10. New Business:

a) Election of Officers FY 2019/2020:

President- Jim Napiorkowski

Vice-President- Bill Wadsworth

Secretary- Candace Lewkowicz

Treasurer- Debra Hoffman

Motion by Lewkowicz, supported by Wadsworth to approve the slate of officers as presented. Motion carried.

11. Public Comment: Barb Grose asked if anyone had any questions for her before she applies to be on the board. She reviewed her background and her love of reading and libraries.

12. Adjournment: Motion by Wadsworth, supported by Lewkowicz to adjourn the meeting at 5:33 p.m. Motion carried.

Next Meeting: Monday July 15, 2019 at 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary

