

Romulus Public Library Board

Meeting Minutes

July 15, 2019

**1. Call to Order:** President, Jim Napiorkowski called the meeting to order at 5:00 p.m.

**Present:** Jim Napiorkowski, Candace Lewkowicz, Debra Hoffman, Director, Patty Braden

**Excused:** Bill Wadsworth

**Guests:** Barb Stanisz, Friends of the Library

**2. Approval of the Agenda: Motion by Hoffman, supported by Lewkowicz** to approve the agenda as amended. Motion carried.

**3. Approval of the Minutes: Motion by Hoffman, supported by Lewkowicz** to approve the minutes from the June 17, 2019 meeting. Motion carried.

**4. Communications:** Director Braden reported the name the Pig Contest for donations has been decided. The name chosen by vote is Kris P. Bacon.

Director Braden also reported that she will be on vacation July 29- August 5 and August 20-23.

Director Braden has been advised by Library Law Consultant from the Library of Michigan, Clare Membiela, that it would be a conflict of interest to have a Friends Board member serve on the Library Board. Barb Grose has decided to stay with the Friends of the Library so she will not be applying for the Library Board position.

**5. President's Report:** President Napiorkowski stated that Candace Myshock's letter of board resignation needs approval from the board. **Motion by Hoffman, supported by Lewkowicz** to approve the letter of resignation from Candace Myshock.

**6. Financial Report:**

**a)** Treasurer Hoffman presented the June 2019 warrant and financial report. She stated that the Library is doing amazing financially. The unaudited report shows that our revenues are over by 16% and expenditures are under by 18%. **Motion by Lewkowicz, Supported by Hoffman** to approve the warrant in the amount of \$24,664.08 and to place the financial report on file. Motion carried.

**b) Budget amendment:** Director Braden reported that the parking lot is not done so we do not have a bill as of yet. Director Braden recommended that the FY 2018/2019 unused Capital Outlay funds in the amount of \$59,150.00 be moved to the FY 2019/2020. **Motion by Hoffman, supported by Lewkowicz** Motion carried.

**c) Budget amendment:** Jessica Wilhoite was awarded a grant but has not received the funds as of yet. **Motion by Hoffman, supported by Lewkowicz** to recognize grant funds awarded after budget was approved and recognize the related expenditures as approved by Library Board in the amount of \$1850.00. Motion carried.

**d) Budget Revision: Motion by Hoffman, supported by Lewkowicz** to revise the budget in the Book Purchasing Detail to now have 3 accounts , Books Print, Books Audio Visual \$12,100.00, and Books Electronic \$13,850.00. Original book expenditure account was titled books Print/Non-print. Motion Carried.

**7. Library Director's Report:** Patty reported that Jessica is gathering statistics for the State Aid report. Patty is getting information and quotes on ways to expand meeting space and study areas in the library. A flag was purchased for the meeting room and the old plants have been replaced with new. July 25<sup>th</sup> there will be a program at 6:30 on getting your Financial Plans in order and 5<sup>th</sup> Monday Game Night is coming. So far 250 people have signed up for the Summer Reading Program and this number is expected to grow. August 29<sup>th</sup> Joe Grimm author of the Faygo Book will be here at 6 p.m. Patty met with Library Law Consultant from the Library of Michigan, Clare Membiela. She came to the library and has stated that she would come to a meeting if the Board would like her to. She is the person who explained to Patty that a member of the Friends of Library Board should not be on the Library Board as it is a conflict of interest. She also explained that this should be in the Board By-Laws.

**a) Motion by Hoffman, supported by Lewkowicz** to increase the Page II salary from \$9.48 to \$9.85 per hour effective July 1, 2019. With the increase in minimum wage in Jan 2020 to \$9.65, the new salary for Page I will be higher than the current wage for Page II. Page II employees carry more responsibility than Page I employees so the increase is needed and logical. Motion carried.

#### **8. Committee Reports:**

**a) Friends of the Library:** Barb Stanisz reported that the recent book sale went well and the group is preparing for the Pumpkin Festival in September. The group is inviting the Historical Society to the Faygo book presentation, Author Joe Grimm, they are funding on August 29<sup>th</sup>. All adults are invited to the 5<sup>th</sup> Monday Game Night on July 29<sup>th</sup> at 5:30.

#### **9. Unfinished Business:**

**a)** As of this time Huron Township has not addressed the contract with the Romulus Library.

#### **10. New Business:**

**a) Motion by Hoffman, supported by Lewkowicz** to approve the Library Volunteer Policy as presented. Motion carried.

#### **11. Public Comment:** None

**12. Adjournment: Motion by Hoffman supported by Lewkowicz** to adjourn the meeting at 6:22 p.m.

**Next Meeting: Monday August 19, 2019 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary