

Romulus Public Library Board

Meeting Minutes

January 21, 2020

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

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

Excused: Jennifer Johnson **Guests:** Steven Schneemann and Dianne Schurg of Merritt Cieslak Design

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

3. Approval of the Minutes: Motion by Wadsworth, supported by Hoffman to approve the minutes from the December 16, 2019 meeting. Motion carried.

4. New Business: Steven Schneemann and Diane Schurg of Merritt Cieslak Design presented plans for meeting room expansion. 4 separate layouts were presented. The expansion would eliminate a brick pillar and glass wall and install a moveable partition. The new wall would be 13 1/2 feet east of the current wall. A fourth layout was presented which includes a new storage room at 200 square feet. This room would hold the tables and chairs that may not be in use at any given time. The cost of the layout with the storage room is comparable to the other layouts presented. There would be very little mechanical work, some rework of the return air space. We may need new lighting but will look into reusing what is there. A ballpark figure of \$60,000.00 - \$90,000.00 was given but does not include furniture or new lighting. Not sure if we could reuse the current blinds. The presenters let us know that some adjustment to current book stacks would be possible so we don't lose the room needed for the collection. The presenters asked which design the board prefers. After much thought and discussion the board unanimously asked the design firm to proceed with information on the expansion with the storage room. The library has very little storage space and this would be beneficial to library usage.

5. Communications: Director Braden shared a very nice letter from a patron thanking the staff for their help and kindness. Author Stephen Mack Jones will be at the library on February 13th to discuss his book "Lives Laid Away", we also have a new African American Literary Club and the first meeting is February 24th.

6. President's Report: President Napiorkowski reported that he has received a copy of the Proposed Lease Agreement with the City of Romulus and has sent it to the Library Attorney.

7. Financial Report:

a) Treasurer Hoffman presented the December 31, 2019 financial report and warrant. She reported that revenues are up over 17% and expenditures are under projections by approximately 8%. **Motion by Wadsworth, supported by Lewkowicz** to approve the warrant in the amount of \$21,285.28 and to place the financial report on file. Motion carried.

b) **2018/2019** Fiscal Year Budget Trial Balance was reviewed.

c) **Motion by Hoffman, supported by Lewkowicz** to enter into closed session to review the Preliminary Budget for 2020/21. Closed session at 6:03 pm Motion carried. **Motion by Wadsworth, supported by**

Hoffman to return to open session at 6:32pm motion carried. **Motion by Hoffman, supported by Wadsworth** for the Library Director to proceed as recommended by Board on budget planning with final review at the February Board Meeting. Motion carried.

8. Library Director's Report: Director Braden shared the written Director's Report for December 2019/January 2020 with the board.

9. Committee Reports:

a) Friends of the Library: None.

10. Unfinished Business: Motion by Wadsworth, supported by Lewkowicz to table the building lease agreement discussion until the February Board meeting. Motion carried.

11. Public Comment: none

12. Adjournment: Motion by Wadsworth, supported by Hoffman to adjourn the meeting at 6:36 p.m. Motion carried.

Next Meeting: Tuesday February 18, 2020 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary