

Romulus Public Library Board

Meeting Minutes

April 20, 2020

1. Call to Order: President, Jim Napiorkowski called the meeting to order at 5:03 p.m. via Zoom conferencing.

Present: Jim Napiorkowski, Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, William Wadsworth, Director, Patty Braden, Youth Librarian, Jessica Wilhoite. Guest Shawn Braun.

2. Approval of the Agenda. Motion by Hoffman, supported by Wadsworth 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 February 18, 2020 meeting. Motion carried. (Note: Meeting scheduled for March 16, 2020 was cancelled due to Corona virus)

4. Communications: Director Braden shared that she has followed up with the City and that Candace Lewkowicz and Debra Hoffman's Library Board appointments will be on a future City Council Agenda for approval.

5. President's Report: President Jim Napiorkowski expressed his concern over the Corona virus and his hope that all are doing well.

6. Financial Report:

a) Treasurer Hoffman presented the March 31, 2020 financial report and warrant. She reported that revenues are up and expenditures are on track. **Motion by Lewkowicz, supported by Johnson** to approve the warrant in the amount of \$20,712.17 and to place the financial report on file. Motion carried.

7. Library Director's Report: Director Braden shared that she had been contacted by The City of Romulus Human Resources office regarding staff pay during the COVID-19 closure. Full time Staff were given 80 hours paid not worked time followed by 80 hours emergency paid sick leave. Full time staff then can opt to use vacation time, if needed. Part time staff were given paid not worked time followed by emergency paid sick leave (EPSLA) based on the average number of hours they work in a week. After that time is used up, there is no additional paid time off, but staff can apply for special COVID-19 unemployment benefits. **Motion by Wadsworth, supported by Hoffman** that Library staff be treated the same as other city employees and can apply for unemployment if needed. It should be noted that if the part time employees have trouble getting unemployment they are to let Director Braden and President Napiorkowski know.

8. Committee Reports:

a) Friends of the Library: No meeting held-no report.

9. New Business:

a) Motion by Hoffman, supported by Johnson to approve plans and conceptual cost projection as submitted by Merritt Cieslak Design for meeting room expansion, and Entry/Circulation desk and

computers renovation. Motion carried. Director Braden will request the Merritt Cieslak attend the next meeting to answer any questions or concerns. Director Braden will share capital improvements with the city Building Department for their approval as well as other city officials.

b) Motion by Wadsworth, supported by Hoffman to approve the 2020/21 Library Budget as presented. Motion carried.

c) Reminder that Lease agreement with the City of Romulus needs to be reviewed. This item will be on the agenda for next month.

10. New Business:

a) Motion by Wadsworth, supported by Lewkowicz to keep the officers for the Library Board the same as last year. Motion carried. President- Jim Napiorkowski, Vice President - Bill Wadsworth, Secretary- Candace Lewkowicz, Treasurer- Debra Hoffman, Huron Township Representative- Jennifer Johnson.

11. Public Comment: none

12. Adjournment: Motion by Hoffman, supported by Johnson to adjourn the meeting at 5:47p.m. Motion carried.

Next Meeting: Monday, May 18, 2020 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary