

Romulus Public Library Board

Meeting Minutes

February 18, 2020

1. Call to Order: Vice President, Bill Wadsworth called the meeting to order at 5:01 p.m.

Present: Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, Bill Wadsworth, Director, Patty Braden, Youth Librarian, Jessica Wilhoite

Excused: Jim Napiorkowski

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

3. Approval of the Minutes: Motion by Hoffman, supported by Johnson to approve the minutes from the January 21, 2020 meeting. Motion carried.

4. Communications: Director Braden shared the March Calendar of events with the Board and highlighted the "Giant Tire" presentation by Author Steve Frey on March 12 at 6 pm and Veg Michigan on March 19 at 6:30 pm. March is reading month and Board member and Councilman Bill Wadsworth is scheduled to be a guest reader.

5. President's Report: None

6. Financial Report:

a) Treasurer Hoffman presented the January 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 \$16,712.17 and to place the financial report on file. Motion carried.

b) Intrafund Transfers: **Motion by Hoffman, supported by Johnson** to approve fund transfers in the amount of \$4,692.00. \$1,000.00 from Operating Supplies and \$3,692.00 from Healthcare Waiver to increase books electronic and Attorney Fees. Motion carried.

7. Library Director's Report: Director Braden shared the written Director's Report for January/February 2020 with the board.

a) Fine Free Libraries, information shared regarding the Detroit News article and TLN discussions. List shared of Fine Free Libraries near us. This information is being monitored and may be something we would want to look into at a future time. We received \$4690.00 from fines from January to December 2019, does not include lost items fines. This is a very small portion of our budget. The shared system libraries are considering automatic renewals this summer.

b) 20/21 budget process- the city is hoping to have our numbers in early March.

c) Space Utilization Study- Director Braden will be meeting with Steve Schneemann and Diane Schurg on Thursday February 20th regarding the space use study completed by Merritt Cieslak Design. Meeting Room renovations construction could begin during May, June, or July. Once drawings are completed the construction would go out for bid and then we would have dates.

8. Committee Reports:

a) Friends of the Library: Motion by Hoffman, supported by Lewkowicz to accept the Friends of the Library report as presented. Motion carried.

9. New Business:

a) Motion by Johnson, supported by Lewkowicz to approve the revised Patron Responsibility and Conduct Policy as presented. Motion carried.

b) Motion by Johnson, supported by Lewkowicz to approve the revised Public Relations Goals as presented. Motion carried.

10. Unfinished Business:

a) Motion by Hoffman, supported by Johnson to enter into closed session to review the building lease agreement at 5:29 p.m... Motion carried. **Motion by Johnson, supported by Hoffman** to leave closed session at 5:46 p.m. Motion carried. **Motion by Hoffman, supported by Lewkowicz** to approve the redline 1-21-20 Lease Agreement with exception of Section 3, date to be 2025(Initial Term). Requesting final draft for final review and approval. Motion carried.

11. Public Comment: none

12. Adjournment: Motion by Hoffman, supported by Johnson to adjourn the meeting at 5:49p.m. Motion carried.

Next Meeting: Monday, March 16, 2020 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary