

Romulus Public Library Board

Meeting Minutes

May 18, 2020

1. Call to Order: Vice President William Wadsworth called the meeting to order at 5:11 p.m. via Zoom conferencing.

Present: Jim Napiorkowski in chat (as he was unable to connect fully), Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, William Wadsworth, Director, Patty Braden, Youth Librarian, Jessica Wilhoite.
Guests: Steve Schneeman, Diane Shurg

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 Hoffman, supported by Lewkowicz to approve the minutes from the April 20, 2020 meeting. Motion carried.

4. Presentation of Space Utilization Analysis-Steve Schneemann, Diane Shurg- The proposed expansion and space utilization analysis was presented in detail. At this time we are focusing on the Meeting Room Expansion and Entry/Circulation Desk & Computers Renovation. Proposed future plans include revamping of the children's reading area and creating a teen area designed for them. Updating of the bathrooms to meet ADA codes and reconfiguring the office area to be more user friendly. There was also discussion concerning the possibility of creating a tween area.

5. Communications: None

6. President's Report: None

7. Financial Reports:

a) Warrant: Treasurer Hoffman presented the April 30, 2020 financial report and warrant. She reported that revenues are up and expenditures are below budget. **Motion by Lewkowicz, supported by Johnson** to approve the warrant in the amount of \$8,598.11 and to place the financial report on file. Motion carried.

b) Intra-fund Transfers:

1. Intra-fund transfer to increase the Utilities account by \$7,300.00 and decrease the Part –Time Salaries account by \$7,300. Discussion included notice to board that during the shut down there was a broken humidifier on the furnace that had water flowing into a drain. This was discovered by the Romulus DPW and has been repaired. Due to this we have received a \$2600.00 water bill for March/April. The funds are to cover utility costs through the end of the fiscal year.

2. Intra-fund transfer to increase Books Electronic account by \$1,000.00 and decrease the Building Maintenance account by \$1,000.00. This is to cover additional Hoopla costs based on increased circulation.

3. Intra-fund transfer to Increase the Maintenance Services account by \$400.00 and decrease the Building Maintenance account by \$400.00. The maintenance services are for the maintenance of the copiers in the library that have had increased usage.

4. Intra-fund transfer to increase the Membership and Dues account by \$180.00 and decrease the Education, Training and Workshops account by \$180.00. The funds will be used for MCLS dues and Romulus Chamber of Commerce Dues.

Motion by Hoffman, supported by Lewkowicz to approve all four Intra-fund transfers. Motion carried.

Motion by Hoffman, supported by Johnson to give permission for Patty Braden to sign the intra-fund transfers in lieu of a board member due to social distancing requirements. Motion carried.

8. Library Director's Report:

a) **Motion by Hoffman, supported by Johnson** to approve \$23,800.00 to cover the cost of Merritt Cieslak supervising the meeting room expansion, circulation desk renovations and computer area renovations. This amount is included in the conceptual cost renovation the board previously agreed to. Motion carried. **Motion by Hoffman, supported by Johnson** to allow Patty Braden to sign the proposal to Merritt/Cieslak in lieu of a board member due to social distancing requirements. Motion carried.

b) Director Braden shared an update on Library Closure Due to Covid 19. There is some uncertainty as to if the Library will receive the July State Aid payment as scheduled. The virus has increased costs for the state in many areas. We will not know about this payment until a later date.

c) Director Braden informed the board that Foster Swift the Librarian Law firm we use has increased their hourly rate from \$200.00 to \$210.00.

d) Director Braden shared Tentative Reopening Procedures. Some of the plans include curbside service, part time hours, not full staff at onset, reopening gradually. The Director is working with the City to coordinate reopening plans.

9. Unfinished Business: The Library budget was presented to City Council and has been accepted.

10. New Business: None

11. Public Comment: none

12. Adjournment: **Motion by Hoffman, supported by Johnson** to adjourn the meeting at 6:31p.m. Motion carried.

Next Meeting: Monday, June 15, 2020 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary