

Romulus Public Library Board

Meeting Minutes

June 15, 2020

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

Present: Jim Napiorkowski, Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, William Wadsworth, Director, Patty Braden, Assistant Director/Youth Services Librarian, Jessica Wilhoite.

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 Hoffman, supported by Wadsworth to approve the minutes from the May 18, 2020 meeting. Motion carried.

4. Communications: None

5. President's Report: President Napiorkowski reported that Mayor Burcroff would like the Board to proceed with the lease agreement.

6. Financial Reports:

a) May Financial Report: Treasurer Hoffman presented the May Financial report and reported that the budget is doing well. Revenues were exceeded by 23% while expenditures are currently at 73%.

b) Warrant: Motion by Lewkowicz, supported by Wadsworth to approve the warrant in the amount of \$14,321.03 and to place the financial report on file. Motion carried.

b) Intra-fund Transfer: Director Braden presented an intra-fund transfer in the amount of \$2550.00 to Increase Health Insurance and decrease Part Time Salaries. This is to cover the costs for health insurance for the remainder of the fiscal year.

Motion by Hoffman, supported by Johnson to approve the Intra-fund transfer. Motion carried.

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

7). Library Director's Report: Director Braden spoke in detail about the library reopening plan. Patrons are using overdrive and Hoopla at this time and the curbside pickup plan was presented in detail it will be available Monday-Friday 12-6 pm and Saturday 11 am-3 pm. Read boxes are not being used this summer due to Covid 19 and there will be no live programming through August 2020. We are not borrowing books from other libraries at this time. The phone lines are on and will be accepting calls. Patrons are asked to call or email to request books for pick up. Books should be ready for pick up within 24 hours. Assistant Director/Youth Librarian Jessica Wilhoite has been getting the building ready for staff and making everyone aware of the 6 foot distancing needed. Cleaning protocols are in place. Full time staff members are still working some hours from home to keep a minimum number of people in the building. Director Braden is working with the City and Public Safety on a plan to reopen and when that will be. All libraries in our area are still closed.

8. Unfinished Business: Bid documents are being prepared by Steve Schneemann of Merritt Cieslak for the Meeting Room Expansion and Entry/Circulation Desk & Computer Renovation. The Mayor and his team as well as the Building Department have received the plan and map.

9). New Business: Library Covid-19 Preparedness and Response Plan were presented in detail. There is a 4 phase reopening plan. Our Library is on track with the plan with phase one being Virtual Service Only and we are now in phase two with Curbside pickup Service. **Motion by Hoffman, supported by Johnson** to approve the Preparedness and Response Pan as presented. Motion carried.

10. Public Comment: none

11. Adjournment: Motion by Wadsworth, supported by Lewkowicz to adjourn the meeting at 5:33 p.m. Motion carried.

Next Meeting: Monday, July 20, 2020 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary