

Romulus Public Library Board

Meeting Minutes

July 20, 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. Guests: Steve Schneemann, Diane Schurg.

2. Approval of the Agenda. Motion by Wadsworth, supported by Hoffman 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 June 15, 2020 meeting and the July 9, 2020 Special Meeting with a change to denote the July 9, 2020 meeting as a Special Meeting noted on the minutes. Motion carried.

4. Presentation of Design Plan for Circulation and Public Computer areas- Steve Schneemann and Diane Schurg of Merritt Cieslak Design presented the plan in detail. Artist's renderings were shown and details of design were explained. Ceiling tile and grid removed in some areas to give a sense of volume and to be more contemporary. Area will be ADA compliant. Construction documents should be complete by the end of August. Steve suggested that we have a Construction Manager. Patty will set up a conference call with Bob McCraight, Romulus DPW Director, and Steve to see if he will serve as the construction manager.

5. Communications: None

6. President's Report: None

7. Financial Reports:

a. June Financial Report: Treasurer Hoffman presented the June Financial report and reported that the expenditures are not overspent and the final fund balance is excellent at \$731,500.22

b. Warrant: Motion by Wadsworth, supported by Johnson to approve the warrant in the amount of \$51,329.74 and to place the financial report on file. Motion carried.

c. Budget amendment: Director Braden presented a Budget Amendment in the amount of \$4280.00 to Increase Books print/non-print by \$1,480.00, Programming by \$2,100.00, and Education, Training, Workshops by \$700.00 for the total of \$4,280.00 and Decrease the Fund Balance by \$4,280.00. These funds from FY 2019/20 budget were unused due to Covid -19 pandemic.

Motion by Hoffman, supported by Johnson to approve the Budget Amendment and to give permission for Patty Braden to sign the Budget Amendment in lieu of a board member due to social distancing requirements. Motion carried.

8). Library Director's Report: Director Braden provided a written report and it was reviewed.

a. Update on Reopening Plan and Curbside Pickup: Curbside pickup is going well. Director Braden is ordering signage and decals to clarify social distancing and mask use. Belfor Company has been hired for a deep cleaning of the building cost is approximately \$2,000.00. A script is being prepared for staff to use when asking patrons to wear a mask. A Library supervisor will handle any issues with patrons refusing to wear a mask. Masks will be available for those in need when the library reopens to the public

8. Unfinished Business: None

9). New Business: Review Library Covid-19 Preparedness and Response Plan **Motion by Hoffman, supported by Wadsworth** to approve the Library Covid-19 Preparedness and Response Plan, motion carried.

10. Public Comment: none

11. Adjournment: **Motion by Wadsworth, supported by Hoffman** to adjourn the meeting at 5:51 p.m. Motion carried.

Next Meeting: Monday, August 17, 2020 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary