

Romulus Public Library Board

Meeting Minutes

January 19, 2021

1. Call to Order: President Jim Napiorkowski called the meeting to order at 5:01 p.m. via Zoom conferencing.

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

2. Approval of the Agenda. Motion by Hoffman, supported by Wadsworth to approve the agenda as presented. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

3. Approval of the Minutes: Motion by Wadsworth, supported by Hoffman to approve the minutes from the December 21, 2020 meeting. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

4. Communications: None

5. President's Report: None

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 12/31/2020. Expenditures were reported at 37.9% which is lower than the 50% expected at this time. Revenues are at 99.38%. The finance department has moved the remaining \$354.10 previously budgeted for the parking lot to the 2021-2022 budget.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, supported by Johnson** to approve the warrant in the amount of \$16,927.67 and to place the financial reports on file. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

c. Intrafund transfer: Motion by Hoffman, supported by Wadsworth to approve an Intrafund transfer in the amount of \$18,435.00, and to allow Patty Braden, Library Director, to sign it in lieu of a Board Member due to Covid-19. Increase Regular Salaries by \$13,335.00, Social Security by \$830.00, Medicare by \$200.00, Defined Contribution Plan by \$1535.00, Retiree Health Savings by \$140.00, Workers' Compensation by \$25.00, Employee Assistance by \$10.00, Life Insurance by \$20.00, Long-Short Term Disability by \$65.00, and Health Insurance by \$2,275.00 for the total of \$18,435.00. To Decrease Part-time Salaries by \$18,435.00 The Intrafund transfer is to cover the costs for a full-time Youth Services Librarian which was approved by the Library Board on 12-21-2020.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. Director Braden reported that a Library Assistant 1 has given notice of leaving. The Full time Youth Services Librarian position and Library Assistant 1 position have been posted. There are some interviews that have been set up.

a. Review/approve 2019-2020 Annual Report: Motion by Hoffman, supported by Lewkowicz to approve the 2019-2020 Annual Report as presented. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

b. Newspaper Digitizing Project Final Report: The Romulus Newspaper Digitizing Project is completed. The project began in December 2011. Newspapers from Romulus and Huron Township dated 1968-2009 are included. The cost was covered by donations and the Library Budget. Thanks to Diane Hazen for her generous donation and all others who donated. The newspapers can be found at <https://www.romuluslibrary.org/newspapers/>

c. Update on 2018-2021 Strategic Plan: We have done well in completing goals for the strategic plan. 16 of the goals had to be moved to next year due to Covid-19. Jake and Jessica have worked hard to complete the goals they were able to complete in spite of the Covid pandemic.

d. Update on Reopening Plan: There are no changes to the reopening of the Library. We are still in Phase 3 through the month of January. After January opening plans will be reevaluated. All programs are virtual at this time. The number of Covid cases in Romulus and Huron Township has decreased in the recent weeks. Patty is hopeful that we may be able to reopen in February.

8. Unfinished Business: None

9. New Business: None

10. Public Comment: None

11. Adjournment: Motion by Wadsworth, supported by Hoffman to adjourn the meeting at 5:19 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion Carried.

Next Meeting: Tuesday, February 16, 2021 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary