

Romulus Public Library Board

Meeting Minutes

February 16, 2021

1. Call to Order: President Jim Napiorkowski called the meeting to order at 5:00 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 Dearborn, Assistant Director/Youth Services Librarian, Jessica Wilhoite.

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

3. Approval of the Minutes: Motion by Hoffman, supported by Johnson to approve the minutes from the January 19, 2021 meeting. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried. **Motion by Hoffman, supported by Wadsworth** to approve the minutes from the February 3, 2021 Special 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 1/31/2021. Expenditures were reported at 44.52% which is lower than expected at this time. Revenues are at 100.18%.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Wadsworth, supported by Hoffman** to approve the warrant in the amount of \$23,984.47 and to place the financial reports on file. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. Director Braden reported that we are still operating at the same level of opening with limited capacity and closed stacks. Incoming materials are quarantined for 24 hours and the indoor drop box is now open.

8. Unfinished Business:

a. Discussion of Library Lease: Motion by Hoffman supported by Wadsworth to approve the amended lease as presented, with paragraph 5, option to renew, removed. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

9. New Business:

a. Closed session to discuss Library Director Evaluation: Motion by Hoffman, supported by Wadsworth to enter into closed session at 5:19 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

Motion by Wadsworth, supported by Hoffman to exit closed session at 5:45 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

Motion by Hoffman, supported by Wadsworth to increase Director Patty Braden's salary to \$82,500.00 for upcoming fiscal year. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

Motion by Johnson, supported by Wadsworth to enter into closed session at 5:53 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

Motion by Wadsworth, supported by Hoffman to exit closed session at 6:03 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

b. 2021-22 Preliminary Budget review: Director Patty Braden reported that she will bring more information on the 2021-22 budget at the next board meeting.

10. Public Comment: None

11. Adjournment: Motion by Hoffman, supported by Johnson to adjourn the meeting at 6:22 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion Carried.

Next Meeting: Monday, March 15, 2021 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary