

Romulus Public Library Board

Meeting Minutes

March 15, 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 Romulus.

2. Approval of the Agenda. Motion by Hoffman, supported by Wadsworth to approve the agenda with the following amendment: to include item c. under unfinished business, Approval of new position, Head of Adult Services and Outreach. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

3. Approval of the Minutes: Motion by Wadsworth, supported by Johnson to approve the minutes from the February 16, 2021 meeting. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

4. Communications: Director Braden reported that the Library of Michigan has updated the manuals for the trustees and copies will be mailed to board members.

5. President's Report: President Napiorkowski informed us that officers for the upcoming year need to be nominated and approved. **Motion by Hoffman, supported by Johnson** to keep the slate of officers as is for the upcoming fiscal year. President, Jim Napiorkowski, Vice Presidents, William Wadsworth, Treasurer, Debra Hoffman, Secretary, Candace Lewkowicz. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 2/28/2021. Revenues are looking great and expenditures are under by 20%

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, supported by Hoffman** to approve the warrant in the amount of \$14,951.53 and to place the financial reports on file. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

c. Intrafund transfer: Motion by Johnson, supported by Hoffman to approve 4 Intrafund transfers totaling \$9,401.00 and to allow Patty Braden, Library Director, to sign it in lieu of a Board Member due to Covid-19. 1- Increase Grounds Maintenance by \$400.00 and decrease Janitorial supplies by \$400.00, to cover costs for additional weed killer and mulch. 2-Increase Books-Audio/visual by \$8,000.00 and decrease Books-Print by \$8,000.00 to utilize unspent Books-Print funds and to create new youth audio book collection and improve adult audio book collection. 3- Increase Insurance and Bonds by \$201.00 and decrease programming by \$201.00 to cover costs for building insurance. 4-Increase Compensated Absences by \$800.00 and decrease Programming by \$800.00 to cover costs for vacation pay that was not able to be used this fiscal year due to Covid-19. **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 also informed us Library closing for Friday April 2nd and Saturday April 3rd for the Easter Holiday.

a. Update on Reopening Plan: Director Braden reported that the library is ready to move to Phase 4 of the reopening plan with Grab and Go services. The book stacks will be open for 30 minute browsing and 60 minute computer use. Library will be thoroughly cleaned 3 days per week. **Motion by Wadsworth, supported by Hoffman** to approve the move to Phase 4 of the reopening Plan. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried. Phase 4 opening will begin on March 22, 2021.

8. Unfinished Business:

a. Closed Session to discuss director salary study: Motion by Hoffman, supported by Johnson to enter into closed session at 5:31 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried. **Motion by Johnson, supported by Hoffman** to return to open session at 5:44 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried. **Motion by Johnson, supported by Hoffman** to adjust Director Patty Braden's salary to \$84,000.00 for upcoming fiscal year. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

b. 2021-22 Preliminary Budget review/approval: Discussion of 2021-2022 preliminary budget was reviewed and discussed. **Motion by Hoffman, supported by Wadsworth** to proceed with the previously approved renovation project that was put on hold. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

c. Approval of new position Head of Adult Services and Outreach: Motion by Hoffman, supported by Johnson to approve the new position. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

9. New Business: None

10. Public Comment: None

11. Adjournment: Motion by Hoffman, supported by Wadsworth to adjourn the meeting at 6:19 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion Carried.

Next Meeting: Monday, April 19, 2021 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary