

Romulus Public Library Board

Meeting Minutes

April 19, 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, 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. Debra Hoffman Excused. **Guests:** Steve Schneemann and Dianne Schurg of Merrit-Cieslak Design.

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

3. Approval of the Minutes: Motion by Wadsworth, supported by Johnson to approve the minutes from the March 15, 2021 meeting. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried. **Motion by Lewkowicz, supported by Johnson** to approve the Special Meeting Minutes from April 8, 2021. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

4. Communications: Director Braden shared the Library Board Members and terms of service beginning April 2021. Jim Napiorkowski-President. Term expires April 11, 2026. William Wadsworth-Vice President, City Council Liaison. Term expires November 11, 2021. Debra Hoffman-Treasurer. Term expires April 11, 2023, Jennifer Johnson-Huron Twp. Representative. Term expires April 11, 2022. Candace Lewkowicz-Secretary. Term expires April 11, 2022.

5. President's Report:

a. Selection of Construction Manager: Discussion was held regarding the presentations provided by the companies who sent bids to be Construction Manager of the upcoming Library renovations. **Motion by Johnson, supported by Lewkowicz** to hire the John DeMattia Construction Company to serve as Construction Managers for the Library renovations. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

6. Financial Reports

a. Financial Reports: Director Braden presented the financial report for period ending 3/31/2021. Revenues are looking great and expenditures are less than expected.

b. Warrant: Director Braden presented the warrant. **Motion by Wadsworth, supported by Johnson** to approve the warrant in the amount of \$10,693.45 and to place the financial reports on file. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

c. Intrafund transfers: Motion by Johnson, supported by Wadsworth to approve 2 Intrafund transfers totaling \$1153.00 and to allow Patty Braden, Library Director, to sign it in lieu of a Board Member due to Covid-19. 1- Increase Shared Automation by \$1,100.00 and decrease Part-Time Salaries by \$1,100.00, to cover costs for shared automation. 2-Increase Contractual Attorney Fees by \$53.00 and decrease Part-Time Salaries by \$53.00. To cover the costs for the remainder of the Fiscal Year. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

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

a. Update on Reopening Plan: Director Braden reported that the full collection opened to patrons on 3/22/2021. Computer use is for 60 minutes and browsing of the stacks is limited to 30 minutes.

8. Unfinished Business:

a. 2021-2022 Final Budget review and approval. The budget was presented to City Council in a study session by Director Braden and Treasurer Debra Hoffman. The presentation went well. **Motion by Wadsworth, supported by Johnson** to approve the 2021-2022 Budget as submitted. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

9. New Business: None

10. Public Comment: None

11. Adjournment: Motion by Wadsworth, supported by Johnson to adjourn the meeting at 5:49 p.m. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion Carried.

Next Meeting: Monday, May 17, 2021 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary