

Romulus Public Library Board

Meeting Minutes

May 17, 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 Wadsworth, supported by Hoffman to approve the agenda as presented. **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 April 19, 2021 meeting. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. **Abstain-** Hoffman. Motion carried.

4. Communications:

a. Local State of Emergency through June 30, 2021: Director Braden shared that we can now meet in person if we like or can continue meeting via zoom through June 30, 2021.

5. President's Report:

a. June Meeting date: Next meeting date is June 21st. President Napiorkowski asked how the board would like to meet. A consensus was reached that the June 21, 2021 meeting would be held via Zoom Conferencing. President Napiorkowski also discussed the timeline for the Capital Improvement project. The Library Board will approve the bids and then the Purchasing Dept will ask for council approval.

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 4/30/2021. Revenues are up by 3% and expenditures are under by almost 25%.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, supported by Wadsworth** to approve the warrant in the amount of \$19,249.29 and to place the financial reports on file. **Yes-**Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

c. Intrafund transfers: Motion by Hoffman, supported by Lewkowicz to approve 2 Intrafund transfers totaling \$527.00 and to allow Patty Braden, Library Director, to sign it in lieu of a Board Member due to Covid-19. 1- Increase Healthcare Waivers by \$485.00 and decrease Part-Time Salaries by \$485.00, to cover costs of healthcare waiver for new staff member for the remainder of FY 2020/2021. 2-Increase Contractual Attorney Fees by \$42.00 and decrease Part-Time Salaries by \$42.00. To cover the costs for the remainder of the Fiscal Year. **Yes-**Hoffman, 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 Library is now in Phase 4 of opening. Browsing of the stacks is open along with computers. The meeting room is still closed and study groups are not yet allowed. The Library is still closing early. Once the Library is fully staffed, which should be mid-June, the Library will be open full hours. If you are fully vaccinated masks are not required to enter the building.

b. Vacation time: Motion by Hoffman, supported by Wadsworth to approve Director Braden's requested vacation dates of June 25-July 6, 2021 and July 26-30, 2021. **Yes-**Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

8. Unfinished Business: None

9. New Business:

a. Request to be closed on Saturday July 3, 2021: Director Braden requested that the Library close on Saturday July 3, 2021 to allow staff to have a full weekend off for the July 4th holiday. **Motion by Wadsworth, supported by Johnson** to close the Library on Saturday July 3, 2021. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

b. Capital Improvement Project: Director Braden will be meeting with Merritt Cieslak Design and John Demattia to work out how to keep the library open as much as possible during construction. She will be meeting on Tuesday May 25th regarding moving of furniture and stacks. DeMattia Construction plans to be onsite early August for construction to begin. It is a 3-month project and we will hopefully get the Certificate of Occupancy in early November 2021. The Director of Building Services has given permission and guidance on where to place a dumpster for the project.

10. Public Comment: None

11. Adjournment: Motion by Wadsworth, supported by Hoffman to adjourn the meeting at 5:35 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion Carried.

Next Meeting: Monday, June 21, 2021 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary