

Romulus Public Library Board

Meeting Minutes

July 19,2021

1. Call to Order: President Jim Napiorkowski called the meeting to order at 5:03 p.m.

Present: Jim Napiorkowski, Jennifer Johnson, Candace Lewkowicz, William Wadsworth, Director Patty Braden, Assistant Director/Youth Services Librarian, Jessica Wilhoite. **Excused:** Debra Hoffman

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

3. Approval of the Minutes: Motion by Johnson, supported by Wadsworth to approve the minutes from the June 21, 2021 meeting. **Yes-** Johnson, Wadsworth, Napiorkowski. **Abstain-** Lewkowicz. Motion carried. Minutes from the July 7, 2021 Special Meeting will be approved at the next regular Board meeting. A quorum to approve from those present is needed.

4. Communications: None

5. President's Report: President Napiorkowski explained that all bids received for the Capital Improvement project were rejected. Very few bids were received and those received were way over the amount budgeted for the project. We will ask for bids again in early fall 2021.

a. Meeting location during renovation: We have two options for meeting location during the renovation/Capital Improvement project. City Council Chambers or the Chamber of Commerce Building. Both were discussed and the consensus was that if we are unable to meet at the library, we would make arrangements to meet at City Hall.

6. Financial Reports

a. Financial Reports: Director Braden presented the financial report for period ending 6/30/2021. Revenues are over budget and expenditures are under. This is the last month of the fiscal year and all outstanding invoices will be paid by August.

b. Warrant: Director Braden presented the warrant. **Motion by Wadsworth, supported by Johnson** to approve the warrant in the amount of \$14,659.62 and to place the financial reports on file. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. She also highlighted that the technology devices and Hotspots are almost always checked out. In the future purchasing more Hotspots would be beneficial. Hoopla and Overdrive are being used frequently and public computer use is up with reopening.

8. Unfinished Business:

a. Update on Capital Improvement Project: This was covered under President Napiorkowski's report.

9. New Business:

a. Request for Staff In-Service: Director Braden requested an Inservice day on August 19th for Team Building. **Motion by Johnson, supported by Wadsworth** to approve late opening of the Library for In-Service on August 19, 2021. The library will open at 1:30 versus 10 am. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion Carried.

10. Public Comment: None

11. Adjournment: Motion by Johnson, supported by Wadsworth to adjourn the meeting at 5:25 p.m. **Yes-** Johnson, Lewkowicz, Wadsworth, Napiorkowski. Motion Carried.

Next Meeting: Monday, August 16, 2021 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary