

Romulus Public Library Board

Meeting Minutes

August 16, 2021

1. Call to Order: Vice-President Wadsworth called the meeting to order at 5:01 p.m.

Present: Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, William Wadsworth, Director Patty Braden. **Excused:** Jim Napiorkowski.

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

3. Approval of the Minutes: Motion by Johnson, supported by Lewkowicz to approve the minutes from the July 19, 2021 meeting. **Yes-** Johnson, Wadsworth, Lewkowicz. **Abstain-** Hoffman. Motion carried. **Motion by Hoffman, supported by Wadsworth** to approve the minutes from the July 7, 2021 Special Meeting. **Yes-** Hoffman, Wadsworth. **Abstain-**Johnson, Lewkowicz. Motion carried.

4. Communications: Director Braden shared that the Library now has Binge Boxes available for check out. The Box consists of 4-5 movies surrounding one theme. Director Braden also passed out hard copies of the Capital Improvement Plan presented by John DeMattia Construction.

5. President's Report: None

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 7/31/2021. It was noted that we are being charged rent on a quarterly basis. The lease reads that rent will be paid monthly. Treasurer Hoffman will look into this and report back to the board.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Johnson, supported by Lewkowicz** to approve the warrant in the amount of \$14,483.94 and to place the financial reports on file. **Yes-** Hoffman, Johnson, Lewkowicz, Wadsworth. Motion carried.

c. Intrafund transfer and budget amendment: Motion by Hoffman, supported by Johnson to approve an Intrafund Transfer increasing Contractual Attorney Fees by \$42.00 and decrease Part-time salaries by \$42.00 to cover attorney costs, and to approve a Budget Amendment to increase Electronic Resources by \$2,450.00 and decrease the Fund Balance by \$2,450.00 to renew five mobile hotspots and purchase two more mobile hotspots. **Yes-**Hoffman, Johnson, Lewkowicz, Wadsworth. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. She also highlighted that the use of E-books and audiobooks are increasing. The number of visitors to the library is also increasing.

8. Unfinished Business:

a. Update on Capital Improvement Project: We are waiting until September to ask for bids again.

b. Huron Township: Board Member Johnson, representing Huron Township, has met with Supervisor Glaab and he has agreed to a 5% increase in the community reimbursement for this year.

9. New Business:

a. Approval of 2021 Holiday closing schedule: Director Braden explained that the City offices will be closed on Dec 27 and Jan 3. **Motion by Hoffman, supported by Johnson** to have the Library follow the same holiday schedule as the City of Romulus and close on Dec 27 and Jan 3. **Yes-**Hoffman, Johnson, Lewkowicz, Wadsworth. Motion carried.

10. Public Comment: None

11. Adjournment: Motion by Hoffman, supported by Johnson to adjourn the meeting at 5:30 p.m. **Yes-**Hoffman, Johnson, Lewkowicz, Wadsworth, Motion Carried.

Next Meeting: Monday, September 20, 2021 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary