

Romulus Public Library Board

Meeting Minutes

February 22,2022

**1. Call to Order:** Vice President Jennifer Johnson called the meeting to order at 5:13 p.m.

**Present:** Kathy Abdo, Jennifer Johnson, Candace Lewkowicz, Director Patty Braden.

**Absent:** Debra Hoffman, Jim Napiorkowski both excused.

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

**3. Approval of the Minutes: Motion by Abdo, supported by Lewkowicz** to approve the minutes from the January 18,2022 meeting. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

**4. Communications:** Director Braden shared with the board that the library has received some donations. One of these donations was \$500.00 in memory of a loved one. Director Braden has spoken to the Garden Club about constructing a Butterfly Garden outside of the Meeting Room. It will be approximately 20' x 15' in a rectangle shape with the flowers in the shape of a butterfly. The Garden Club has agreed to construct this and maintain the garden. Plans are to begin this spring. A plaque will be made to honor those who the garden is in memory of. If additional donations are made to the garden those names can be added to the plaque.

**5. President's Report:** None

**6. Financial Reports**

**a. Financial Reports:** Director Braden presented the financial report for period ending 1/31/2022. Revenues are in good shape and expenditures are lower than expected.

**b. Warrant:** Director Braden presented the warrant. **Motion by Lewkowicz, supported by Abdo** to approve the warrant in the amount of \$141,540.24 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

**7. Library Director's Report:** Director Braden provided a written report and it was reviewed. She will be working on determining post construction needs. She reported that she met with Mayor McCraight and the meeting went well. The city PR firm will be arranging a press release on the library renovations.

**8. Friends of the Library Report:** The Friends of the Library will be having a Bowling Fundraiser at Romulus Lanes on April 30<sup>th</sup> in conjunction with the Romulus Rotary.

**9. Unfinished Business:**

**a. Update on Capital Improvement Project:** Director Braden provided a detailed written update on the renovation project. The project will most likely be completed in the middle of March.

**10. New Business:**

**a. Update of 2022-23 Preliminary Budget:** Director Braden is still waiting on a few things from the finance department. The final budget will be presented at the March meeting.

**b. Approval of State of the Library:** Director Braden will be presenting the State of the Library to City Council on February 28<sup>th</sup>. The date to present to Huron Township has yet to be determined. **Motion by Abdo, supported by Lewkowicz** to approve the State of the Library as presented. **Yes-**Abdo, Johnson, Lewkowicz. Motion carried.

**c. Review/approve updated Meeting Room Policy:** The updated Meeting Room Policy was presented and discussed. **Motion by Lewkowicz, supported by Abdo** to approve the policy as presented. **Yes-**Abdo, Johnson, Lewkowicz. Motion carried.

**d. Draft proposal for Adult Area Improvements:** Director Braden shared drawings and explained possible improvements for the Adult Area of the Library. Discussion was held. These plans are in the preliminary stage and will be discussed in depth at a later date.

**11. Public Comment:** Director Abdo shared that the Romulus Cemetery Board will be having a Euchre Tournament Fundraiser on Friday April 22,2022 at the Romulus VFW Post 78. Tickets are \$20.00. For more information contact the mayor's office at 734-942-7571. Proceeds will benefit the Veteran's Memorial at the Cemetery.

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

**Next Meeting: Monday, March 21, 2022 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary