

Romulus Public Library Board

Meeting Minutes

April 18,2022

1. Call to Order: President Jim Napiorkowski called the meeting to order at 5:00 p.m.

Present: Kathy Abdo, Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, Jim Napiorkowski, Director Patty Braden. Guest Mildred Alexander.

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

3. Approval of the Minutes: Motion by Abdo, supported by Hoffman to approve the minutes from the March 21, 2022 meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

4. Communications: Director Braden shared with the board that staff have received many compliments on the library renovations.

5. President's Report: none

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 3/31/2022. Revenues are over budget and expenditures are under budget. Expenditures are at 65% and were expected to be at 75% as of this date.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, supported by Johnson** to approve the warrant in the amount of \$59,598.58 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

c. Intrafund Transfer: Director Braden presented an Intrafund Transfer to Increase Telecommunications by \$2000.00 and Decrease Part-time Salaries by \$2000.00. To purchase an additional 30 hours of PC support from TLN to enable support through 9/30/22. **Motion by Hoffman, supported by Abdo** to approve the transfer. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. Director Braden also reported that in statistics we are now tracking how many requests are made for Notary Services and VHS Tape digitizing. The requests for Notary Services are more than expected. Director Braden will also be presenting the 2020-21 State of the Library to Huron Township on May 11th at the Township Offices.

8. Friends of the Library Report: The Friends of the Library will be having a Bowling Fundraiser at Romulus Lanes on April 30th in conjunction with the Romulus Rotary. A used book sale will be held on May 19-21. The Friends will also be attending two vendor events at Flowers in the Mitten this summer. The Friends group will also be working with the Romulus High School Library to assist with weeding the current books and organizing as needed.

9. Unfinished Business:

a. Update on Capital Improvement Project: Director Braden provided a detailed written update on the renovation project. The project is going well and is in the final stages. Once the project is completed a Grand Opening will be held.

10. New Business:

a. Review/approve updated Circulation Policy: The Notification of fines/lost item charges of \$25 or more that are 51 days past due will be forwarded to a material recovery agency and an additional charge of \$11.65 (increase from \$10) will be added to the patron's account. **Motion Hoffman, supported by Abdo** to approve the updated policy as presented. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

11. Public Comment: None

12. Adjournment: Motion by Lewkowicz, supported by Johnson to adjourn the meeting at 5:29 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

Next Meeting: Monday, May 16, 2022 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary