

Romulus Public Library Board

Meeting Minutes

June 20, 2022

**1. Call to Order:** President Jim Napiorkowski called the meeting to order at 5:02 p.m.

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

**2. Approval of the Agenda. Motion by Lewkowicz, supported by Johnson** to approve the agenda as amended with addition of item 9c-Future Improvements. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**3. Approval of the Minutes: Motion by Johnson, supported by Lewkowicz** to approve the minutes from the May 16, 2022 meeting. **Yes-** Johnson, Lewkowicz, Napiorkowski. **Abstain-**Abdo. Motion carried.

**4. Communications:** none

**5. President's Report:** Nominations were held for Library Board Officers to be voted on at the next meeting. Nominations are: President-Jim Napiorkowski, Vice President-Jennifer Johnson, Treasurer-Debra Hoffman, Secretary- Candace Lewkowicz

**6. Financial Reports**

**a. Financial Reports:** President Napiorkowski presented the financial report for period ending 5/31/2022. Revenues are over budget and expenditures are slightly under budget.

**b. Warrant:** President Napiokowski presented the warrant. **Motion by Abdo, supported by Johnson** to approve the warrant in the amount of \$14,086.38 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**c. Intrafund Transfer:** Director Braden presented three Intrafund Transfers. 1- To increase Janitorial Supplies by \$150.00 and decrease Subscription Services by \$150.00. This is to cover costs for janitorial supplies through 6/30/22. 2- To increase Books-print by \$4,500.00 and decrease Part time Salaries by \$4,500.00 to cover costs for print books through 6/30/22. 3-To increase Maintenance services by \$1,630.00 and decrease Educ, Train, Wksp-Grant Funded by \$1,630.00 to cover costs for maintenance services through 6/30/22.

**Budget Amendments:** 1-To increase Grant Revenue by \$1,500.00 and increase Programming-Grant Funded by \$1,500.00 to recognize grant revenue and expenditures for Public Library Services grant awarded to be spent in FY 2022/23. 2- To increase Contractual Services by \$1,700.00 and decrease Fund Balance by \$1,700.00 for subscription to room and event booking software. **Motion by Johnson, supported by Abdo** to approve 3 Intrafund transfers and 2 Budget Amendments as presented. **Yes-** Abdo, Johnson, Lewkowicz, Napiokowski. Motion carried.

**7. Library Director's Report:** Director Braden provided a written report and it was reviewed. The Summer Reading Program Kickoff was well attended setting a record of 415 participants!!

**8. Friends of the Library Report:** The Friends had a used book sale May 19-21 profits were \$500.00. The Friends attended The Romulus High School Prom Toast and assisted at the Summer Reading Program kickoff. They will be attending a vendor show at Flowers in the Mitten on June 25<sup>th</sup>.

**9. Unfinished Business:**

**a. Update on Capital Improvement Project:** Director Braden reported that the project is very near completion.

**b. Date/time for ribbon cutting:** Once all is completed a Grand Opening will be held. She is looking into dates that work for Board Members and City Officials. An email/Facebook blast will go out once a date is confirmed.

**c. Future Improvements:** Future improvements for the Library were discussed.

**10. New Business: None**

**11. Public Comment:** None

**12. Adjournment: Motion by Johnson, supported by Abdo** to adjourn the meeting at 6:00 p.m. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

**Next Meeting: Monday, July 18, 2022 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary