

Romulus Public Library Board

Meeting Minutes

October 17, 2022

1. Call to Order: President Jim Napiorkowski called the meeting to order at 5:04 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 Abdo, supported by Johnson to approve the agenda as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

3. Approval of the Minutes: Motion by Hoffman, supported by Abdo to approve the minutes from the September 19, 2022 meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

4. Communications: None

5. President's Report: None

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 9/30/2022. Revenues are looking good and we have spent 15.68% of the budget on expenditures which is 10% under expectations.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Abdo, supported by Lewkowicz** to approve the warrant in the amount of \$14,202.18 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

c. Intrafund Transfer: Motion by Hoffman, supported by Johnson to increase electronic resources by \$140.00 and decrease part time salaries by \$140.00 to cover the increase in cost for Mango Languages subscription. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. The old storage room in the back has been reorganized and is now the Friends of the Library office.

8. Friends of the Library Report: There is an excess of teen and children's books and the Friends group is working with Good Will to sell them. There is also a free book cart in the library for patrons to take books if they choose to do so.

9. Unfinished Business:

a. Capital Improvement Project Phase 2: Director Braden has met with Merritt-Cieslak Architects to review cost projections and design options. The budget has been reduced significantly at Director Braden's request. The final budget will depend on design agreed upon. Merritt-Cieslak will put a proposal together.

b. Huron Township Library Services Agreement terms: Jennifer Johnson reported that Kathy Carlton-Beh shared with her that Supervisor Glaab agrees with a 5% increase in the Library Services Contract

between the Romulus Public Library and Huron Charter Township. The contract needs to be approved by the Board of Trustees.

10. New Business:

a. Policy for Remote Attendance at Meetings: Discussion was held regarding remote attendance.

b. Request to close 10 a.m.-noon on Friday December 16 for a Staff Christmas Party: Motion by Abdo, supported by Johnson to approve the closing request. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

11. Public Comment: None

12. Adjournment: Motion by Hoffman, supported by Abdo to adjourn the meeting at 5:38 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

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

Minutes submitted by Candace Lewkowicz, Secretary