

Romulus Public Library Board

Meeting Minutes

February 21, 2023

**1. Call to Order:** President Jim Napiorkowski called the meeting to order at 5:03 p.m.

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

**Excused:** Debra Hoffman **Guest:** Mildred Alexander

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

**3. Approval of the Minutes: Motion by Johnson, supported by Abdo** to approve the minutes from the January 17, 2023 meeting. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**4. Communications:** Director Braden presented information on State Aid to Public Libraries. The State Aid provided to Public Libraries is not keeping up with inflation.

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

**6. Financial Reports**

**a. Financial Reports:** President Napiorkowski presented the financial report for period ending 1/31/2023.

**b. Warrant:** President Napiorkowski presented the warrant. **Motion by Lewkowicz, supported by Abdo** to approve the warrant in the amount of \$32,510.49 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**c. Intrafund Transfer: Motion by Johnson, supported by Abdo** to approve the intrafund transfer to increase Building Maintenance by \$7,500.00 and decrease Part-time Salaries by \$7,500.00 to cover the cost of HVAC repairs and janitorial services. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**7. Library Director's Report:** Director Braden provided a written report and it was reviewed. She also informed the board that there have been two staff resignations; both are part time and one of them has offered to be a substitute if needed. Two Library Assistant 1 positions are posted. Director Braden also informed the board that the drywall cracks have been repaired and sanded. The area will be repainted and shelves will be put back up.

**8. Friends of the Library Report:** President Mildred Alexander reported that The Friends Group held elections and officers are remaining the same. The 5<sup>th</sup> Monday Game night was held and sparsely attended. The group has renewed their non-profit status. There is workshop planned for May 2<sup>nd</sup>. It will be a meet and greet for Friends of the Library Groups from Libraries near to us. March 3<sup>rd</sup> the Novi Friends are sponsoring a meet and greet. The Book sale went very well and \$700.00 was earned along with \$400.00 received from Goodwill for books sent to them. There were also two \$100.00 donations. The group is sponsoring new pins and shirts for staff with the new Library Logo. There will be another book sale in April.

**9. Unfinished Business:**

**a. Update on outdoor building signage:** Director Braden presented a new signage quote. A quote is needed for electrician costs to allow for sign to be lighted.

**b. Review 2023/24 Preliminary Budget:** Budget was reviewed.

**10. New Business:**

**a. Review/approve State of the Library presentation for Huron Township: Motion by Abdo, supported by Johnson** to approve the presentation as shared by Director Braden. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**11. Public Comment:** Member Abdo reported that Councilman Bill Wadsworth has been selected as Romulus Chamber of Commerce Person of the Year. A banquet in his honor will be held on April 28<sup>th</sup>, 2023.

**12. Adjournment: Motion by Johnson, supported by Abdo** to adjourn the meeting at 6:02 p.m. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

**Next Meeting: Monday, March 20, 2023 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary