

Romulus Public Library Board

Meeting Minutes

January 17, 2023

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.

2. Approval of the Agenda. Motion by Hoffman, 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 December 19, 2022 meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

4. Communications: Director Braden reported that there is a new population report for the City of Romulus and Huron Township which shows an increase in population for our service area. She also reported that our contract for service with Huron Township is showing as approved on the Huron Township meeting minutes.

5. President's Report: None

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 12/31/22. Expenditures are only at 31.76% and revenues are at 48.92% and we are half way through the year.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Johnson, supported by Lewkowicz** to approve the warrant in the amount of \$11,454.74 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. She also reported that she is trying to initiate Field Trips for 2nd and 3rd grade classes in the schools.

8. Friends of the Library Report: None

9. Unfinished Business:

a. Capital Improvement Project: Director Braden has been in contact with the Architect regarding the drywall cracking on the one wall. Suggestions were given for repair. She is also meeting with the City Inspector for additional ideas.

10. New Business: None

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

b. Review/approve outdoor building signage: Director Braden presented a quote for outdoor building signage. Discussion held. **Motion by Hoffman, supported by Abdo** to table the decision on Outdoor

Building Signage to get information on cost to add lighting to the signage. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

c. Review/approve 2023/24 Preliminary Budget: Preliminary Budget presented but more information is needed. Discussion of the budget will continue at our next regularly scheduled meeting.

d. Date for Special Board meeting to review/approve Final 2023/24 Budget: This item omitted as it was determined that a special meeting is not needed and this can be done at our next regularly scheduled meeting.

e. Closed Session: Library Director Annual review: Motion by Johnson, supported by Hoffman to adjourn the regular meeting and enter into closed session at 6:05 p.m. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried. **Motion by Johnson, supported by Hoffman** to exit closed session and enter into regular session at 6:19 p.m. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried. **Motion by Hoffman, supported by Johnson** to approve an 8.7% salary increase for Director Patty Braden effective July 1, 2023. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

11. Public Comment: None

Board Member Abdo left the meeting at 6:54 p.m.

12. Adjournment: Motion by Johnson, supported by Lewkowicz to adjourn the meeting at 7:00 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

Next Meeting: Tuesday February 21, 2023 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary