

Romulus Public Library Board

Meeting Minutes

April 17th, 2023

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

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

Absent: Candy Lewkowicz. President Napiorkowski asked for someone to take the minutes in Lewkowicz's absence. Johnson volunteered.

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

3. Approval of the Minutes: Motion by Abdo, supported by Johnson to approve the minutes as presented. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

4. Communications: Director Braden provided an update on her budget presentation to Council. She also provided an update on the boiler repairs that were made.

5. President's Report: None

6. Financial Reports:

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 3/31/2023. Reported revenues are at 120%. Expenditures are below expectations.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Abdo, supported by Johnson** to approve the warrant in the amount of \$21,169.10 and to place the financial reports on file. **Yes-** Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

c. Intra-fund transfer: Motion by Hoffman, supported by Abdo to approve the intra-fund transfer of \$3,765 increase insurance and bonds decrease part-time salary. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

d. Budget Amendment to recognize grant funds: Motion by Hoffman, supported by Johnson to approve the budget amendment for the LSTA Grant to purchase youth computers in the amount of \$20,855. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. She informed the board the yearbook digitizing project is complete. The library has two new hires. Director Braden also reported to the board about a one year ban she placed on a patron.

8. Friends of the Library Report: Mildred Alexander reported to the group about some of their upcoming events. 5/2 meet and greet with other local libraries. 4/27-4/29 used book sale. 7/22 bowling event with chamber of commerce. Trip to the DIA is being planned for August.

9. Unfinished Business:

a. Update on Adult Renovation Area: Director Braden reported to the board that we are moving forward and will need to interview contractors possibly during May.

b. Update on outdoor building signage: Director Braden reported to the board that she is waiting for estimates and will provide an update at the May board meeting.

10. New Business:

a. Approval to sign new contacts: Motion by Johnson, supported by Hoffman to allow the Library Director the authority to sign contracts under \$25,000, with the exception of the lease agreement and a contract with another community. Contracts over \$25,000 will need prior board approval. The Director can also designate a staff member to sign with her approval. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

b. Approval to open the Library at 9:30 am Monday-Saturday beginning July 1, 2023: Motion by Johnson, supported by Abdo to open the Library at 9:30 am beginning 7/1/2023. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

11. Public Comment: None

12. Adjournment: Motion by Johnson, supported by Abdo to adjourn the meeting at 5:55 p.m. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

Next Meeting: Monday, May 15th, 2023 5:00 p.m.

Minutes submitted by Jennifer Johnson, Vice President.