

Romulus Public Library Board

Meeting Minutes

May 15, 2023

1. Call to Order: President Jim Napiorkowski called the meeting to order at 4:58 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 Hoffman, supported by Lewkowicz to approve the agenda with moving item 10b Online Presentation of Phase 2 Adult Area/Vestibule renovation with Merritt-Cieslak to when they are available on line. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

3. Approval of the Minutes: Motion by Johnson, supported by Hoffman, to approve the minutes from the April 17, 2023 meeting. **Yes-** Abdo, Johnson, Hoffman, Napiorkowski. **Abstain-** Lewkowicz. Motion carried. **Motion by Johnson, supported by Abdo** to approve the minutes from the April 27, 2023 special meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

4. Communications: None

5. President's Report:

a. Reminder of election of officers to be held at the June 2023 meeting. Nominating committee- Kathy Abdo and Debra Hoffman.

b. Review policies and procedures. Motion by Johnson supported by Hoffman to enter into closed session at 5:45 p.m. **Yes-**Hoffman, Johnson, Lewkowicz. **No-**Abdo, Napiorkowski. Motion carried. **Motion by Abdo, supported by Johnson** to exit closed session and enter into open session at 6:26 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried. **Motion by Abdo, supported by Johnson** to create a staff liaison position, for one year, to improve communication with Library staff. A stipend of \$1,000.00 for the position will be added to the budget. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 4/30/2023. Reported revenues are over by 22% and expenditures are under by 30%. The capital outlay monies have not yet been spent.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Johnson, supported by Abdo** to approve the warrant in the amount of \$37,009.28 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 approve an intrafund transfer to increase books electronic by \$2,000.00 and decrease books audiovisual by \$2,000.00, to cover the costs for Hoopla checkouts. **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 the new landscaping out front was done with donations.

8. Friends of the Library Report: President Mildred Alexander reported that a Meet and Greet was held at the library on May 2nd. 17 people attended. Area Friends group represented included Belleville, Inkster, Wayne and Westland. The Book Sale brought in \$533.50. The group will have a table at the Prom Toast at the High School on May 31st. On August 10th the Friends will have a trip to the Detroit Institute of Arts. A bus will transport Seniors 55 years old and up to the DIA. The event is from 12:15 – 3:00 p.m. The group is also planning to have a bowling event with the Chamber of Commerce and to have a booth at the Pumpkin Fest in September.

9. Unfinished Business:

a. Review outdoor building signage recommendation: Motion by Abdo, supported by Lewkowicz to proceed with signage without lighting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

10. New Business:

a. Update on building security: Discussion held and questions were raised.

b. Online presentation of Phase 2 Adult Area/Vestibule renovation with Merritt-Cieslak: Presentation was moved ahead on agenda and was presented after Minutes were approved, to accommodate availability of Merritt-Cieslak.

c. Approval for Director to select construction manager for Phase 2 Renovation: Motion by Johnson, supported by Hoffman to approve Director selecting construction manager. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

11. Public Comment: A library staff member expressed concerns about the sight line to the proposed study rooms from the circulation desk. Cameras were suggested for security. A member of the public suggested that job postings need to be made clearer, that schedules may be flexible and that the possibility of working with employees schedules to make the job more amenable to having a second job. She has been told that several people would have applied if they thought this was possible.

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

Next Meeting: Monday, June 19, 2023 4:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary