

Romulus Public Library Board

Meeting Minutes

June 19, 2023

1. Call to Order: President Jim Napiorkowski called the meeting to order at 4:00 p.m.

Present: Kathy Abdo, Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, Jim Napiorkowski.

Director: Patty Braden. **Guest:** Steve Dudek, City of Romulus IT Director

2. Approval of the Agenda. Motion by Lewkowicz, supported by Johnson to approve the agenda with moving item 10a Presentation on security doors, by City IT Director, Steve Dudek to be presented after item 3 Approval of the minutes. **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 May 15, 2023 meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

4. Communications: None

5. President's Report:

a. Election of officers for 2023/2024: The Nominating committee presented the following nominations: President-Jennifer Johnson, Vice-President-Jim Napiorkowski, Secretary-Candace Lewkowicz, Treasurer-Debra Hoffman. **Motion by Hoffman, supported by Abdo** to accept the nominations as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

b. Board member Kathy Abdo asked to speak. Kathy Abdo spoke about her concerns. **Motion by Abdo, supported by Hoffman** to ask that the City of Romulus Human Resources complete future exit interviews for any employee leaving library employment. Copies will be sent to the Library Board President and Library Director. The Board President will then share the information with all other Board Members. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

6. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for period ending 5/31/2023. Reported revenues are over projected amount, expenditures are at 57%. The capital outlay monies have not yet been spent.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Hoffman, supported by Abdo** to approve the warrant in the amount of \$17,448.22 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

c. Intrafund transfer: Motion by Hoffman, supported by Napiorkowski to approve two intrafund transfers: to increase Utilities by \$4,000.00 and decrease Capital Outlay by \$4,000.00, to cover utility costs through FY 2022/23 and to Increase Misc. Expense-Donations by \$3,199.76 and decrease Capital Outlay by \$3,199.76 to move budget from capital outlay for additional expenses. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed.

8. Friends of the Library Report: None

9. Unfinished Business:

a. Update on renovation: Director Braden gave a hard copy of the proposed renovations to the Board Members.

10. New Business:

a. Presentation on security doors, City IT Director, Steve Dudek: Presentation was moved ahead on the agenda and presented after approval of the minutes. A thorough presentation was given and questions answered. These doors will be fully integrated with the current system the City of Romulus is using. Conduit will be run and the City HR department will be responsible for assigning fobs and PIN numbers to employees. The doors will be audited by the City IT department. **Motion by Johnson, supported by Abdo** to approve security for 2 doors by Actron Systems Inc, and required PIN and key fobs for employees in the amount of \$8,346.70. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

b. Reimbursement Policy for board members: Discussion held and it was determined that we do not need a policy at this time.

c. Review/approve Director Goals for 2023/24: **Motion by Hoffman, supported by Abdo** to approve the Director Goals for 2023/24 as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

d. Review/approve Problem solving Policy: **Motion by Hoffman, supported by Napiorkowski** to table the Problem Solving Policy presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried. **Motion by Hoffman, supported by Napiorkowski** to receive a written opinion from the attorney regarding the Staff Liaison Position that was approved at the May15, 2023 meeting. **Yes-** Hoffman, Johnson, Lewkowicz, Napiorkowski. **No-**Abdo. Motion carried. The board requested that Patty and Jake meet and set up how the Staff Liaison would work and their responsibilities.

e. Review/approve staff restructuring: Director Braden presented staff restructuring plan and reasons for the changes. One of the main changes involves moving from part time positions to full time positions. Two new full time positions were presented with current staff moving to full time positions from part time. These positions would start on June 26, 2023. Some restructuring made to Head of Adult and Support Services and Head of Youth Services and Outreach. Director Braden is interviewing for the open position of Head of Youth Services and Outreach. **Motion by Hoffman, supported by Lewkowicz** to approve the staff restructuring and the intrafund transfer needed to move the Library Asst II positions to full time positions. Intrafund transfer is as follows: Increase Regular Salaries by \$45,700.00 and Decrease Part time Salaries by \$45,700.00. Increase Regular Salaries by \$32,300.00 and Decrease Capital Outlay by \$32,300.00. Increase Social Security by \$4,840.00 and Decrease Capital Outlay by \$4,840.00. Increase Medicare by \$1,140.00 and Decrease Capital Outlay by \$1,140.00. Increase Defined Contribution Plan by \$8,970.00 and Decrease Capital Outlay by \$8,970.00. Increase Retiree Health Savings by \$780.00 and Decrease Capital Outlay by \$780.00. Increase Employee Assistance by \$65.00 and Decrease Capital Outlay by \$65.00. Increase Life Insurance by \$100.00 and Decrease Capital Outlay by \$100.00. Increase Workman's Compensation by \$220.00 and Decrease Capital Outlay by \$220.00. Increase Long Term Disability by \$530.00 and Decrease Capital Outlay by \$530.00. Increase Health Care Waiver by \$5,000.00 and Decrease Capital Outlay by \$5,000.00. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

11. Public Comment: A member of the public had some questions and concerns and the President Johnson and other board members responded to them.

12. Adjournment: Motion by Hoffman, supported by Abdo to adjourn the meeting at 5:24 p.m. **Yes-** Abdo, Hoffman, Lewkowicz, Napiorkowski. Motion Carried.

Next Meeting: Monday, July 17, 2023 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary