

Romulus Public Library Board

Meeting Minutes

July 17, 2023

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

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

2. Approval of the Agenda. Motion by Abdo, supported by Napiorkowski to approve the agenda with item 10 c. added regarding Public Comment. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

3. Approval of the Minutes: Motion by Abdo, supported by Napiorkowski, to approve the minutes from the June 19, 2023 meeting. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

4. Communications: There will be a Bowling Fundraiser on July 22nd sponsored by the Chamber of Commerce and the Friends of the Library.

5. President's Report: President Johnson reported that she, Kathy Abdo, and Director Braden met with Mayor McCraight, Kevin Losen, City of Romulus HR Director and Julie Wojtylko, Chief of Staff. The City HR Department has approved the Library Problem Solving Policy. The city HR department and the City Attorney is available to us as needed. President Johnson also attended a helpful online meeting regarding How to be a Library Trustee. Pointers were shared with the board.

6. Financial Reports

a. Financial Reports: Director Braden presented the financial report for Fiscal Year 2022-23 and for the period ending 6/30/23. Reported revenues are over budget and expenditures are under.

b. Warrant: Director Braden presented the warrant. **Motion by Lewkowicz, supported by Abdo** to approve the warrant in the amount of \$9,936.07 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

c. Intrafund transfer: Motion by Abdo, supported by Napiorkowski to approve two intrafund transfers. To increase Employee Assistance by \$245.00 and decrease Transportation-Mileage Reimbursement by \$245.00, to cover Employee Assistance costs for Part Time Staff. To increase Programming by \$80.00 and decrease Part-time Salaries by \$80.00 to cover programming costs. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

d. Budget Amendments: Motion by Abdo, supported by Napiorkowski to approve two Budget Amendments. To increase Capital Outlay by \$448,200.00 and decrease Fund Balance by \$448,200.00 to cover costs for capital improvement project. To increase Miscellaneous Expense-Donations by \$3,074.00 and decrease Fund Balance by \$3,074.00 to utilize unused donation funds from Fiscal Year 2022/23 budget. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

7. Library Director's Report: Director Braden provided a written report and it was reviewed. The library has expanded the hours of operation and is now open at 9:30 a.m. A new page was hired and began work on 7-17-23. Director Braden and her husband will be traveling to Germany October 17-27th.

8. Friends of the Library Report: President Mildred Alexander reported that the Friends helped at the Summer Reading Kick Off and at the Chamber of Commerce Golf Outing. She also spoke about the Bowling Event on 7-22-23. There will be a Book Sale July 27-29th along with a Bake Sale. There is a trip to the Detroit Institute of Arts on August 10th. A bus will pick up senior residents at the library. The trip is scheduled from 11:45-3:30 p.m. The trip is limited to 25 people. On July 31st there will be a 5th Monday Game Night at the Library starting at 5:30. The Friends group is working on having a table at the Huron Township Applefest.

9. Unfinished Business:

a. Update on Renovation: Director Braden brought in a sample of the walk off carpet that was recommended by the Architect. She is currently setting up interviews for a Construction Manager for the upcoming project.

b. Review/approve Problem Solving Policy: Motion by Napiorkowski, supported by Abdo to approve the Problem-Solving Policy as presented. **Yes-**Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

10. New Business:

a. Request to close on Friday Sept 1 for Staff In-Service Training Day: Motion by Abdo, supported by Lewkowicz to approve closing of Library on September 1 for the In-Service Training Day. **Yes-**Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

b. Request to close Veterans Day November 11 and President's Day, the third Monday in February: Motion by Napiorkowski, supported by Lewkowicz to approve the closing of the Library on November 11, and President's Day. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

c. Public Comment Discussion: Public Comment was discussed and will now be at the beginning of the agenda as well as at the end. This will allow residents the opportunity to speak and will not have to stay for the full meeting. Residents are always welcome to stay as long as they like. Speakers will be asked to limit their comments to the three- minute time limit. Citizens must state their first and last name as well as their address.

11. Public Comment: None

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

Next Meeting: Monday, August 21, 2023 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary