

Romulus Public Library Board

Meeting Minutes

August 21, 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, Steve Schneeman, Merritt-Cieslak Design Architects

**2. Approval of the Agenda. Motion by Napiorkowski, supported by Lewkowicz** to approve the agenda with item 10 a In-person presentation of Phase 2 Adult Area/Vestibule renovation moved to be presented after item 4, approval of minutes. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**3. Public Comment:** Rules of Public Comment read. None requested.

**4. Approval of the Minutes: Motion by Napiorkowski, supported by Abdo,** to approve the minutes from the July 17, 2023 meeting and revised minutes for the May15, 2023 and June 17, 2023 meetings. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**5. Communications:** Kathy Abdo reported that she has been approached by Romulus Athletic Center Staff to have a book exchange shelf at the RAC. The staff were asking if we had an extra cart or shelf available for their use. Director Braden said that we do not have an extra shelf or cart but liked the idea of the book exchange. Director Braden reported that a new Read Box book exchange is now in Opportunity Park which is located behind the RAC.

**6. President's Report:** None

## **7. Financial Reports**

**a. Financial Reports:** Director Braden presented the financial report for the period ending 7/31/23.

**b. Warrant:** Director Braden presented the warrant. **Motion by Napiorkowski, supported by Abdo** to approve the warrant in the amount of \$17,697.78 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**c. Intrafund transfers: Motion by Lewkowicz, supported by Abdo** to approve three intrafund transfers. To increase Rental Expenses by \$3,257.00 and decrease Regular Salaries by \$3,257.00, to cover Rental Expenses. To increase Books-Print by \$1,000.00 and decrease Books-Audio/Visual by \$1,000.00 to cover costs for print books. To increase Programming by \$350.00 and decrease Books- Audio/Visual by \$350.00. to cover programming costs. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**8. Library Director's Report:** Director Braden provided a written report and it was reviewed. She also reported that there have been two new staff members hired. A full-time Library Assistant 1 and Youth Services Librarian. Both have started working and it is going well. She also reported that the Animal Magic Program was a huge success with 290 people in attendance.

**9. Friends of the Library Report:** President Mildred Alexander reported that the Friends have done very well in fundraising. The Bowling Event earned \$400.00 and the Used Book Sale and Flea Market earned

\$600.00. The sale of used books to Goodwill earned \$100.00. A fifth Monday game night was held as well as a bus trip to the Detroit Institute of Arts.

**10. Unfinished Business:**

**a. In-person presentation of Phase 2 Adult Area/Vestibule renovation with Merritt-Cieslak Design:** Presentation was moved to after Item 4 on the agenda. Steve Schneeman presented the project and questions were answered.

**b. Approval of Phase 2 Renovation: Motion by Abdo, supported by Napiorkowski** to postpone the approval of Phase 2 Renovations until the next Board Meeting on September 18, 2023. **Yes-**Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**11. New Business:**

**a. Review/approve Rules Regarding the Public Addressing a Library Board Meeting: Motion by Napiorkowski, supported by Lewkowicz** to approve the policy as presented. **Yes-**Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**b. Review Huron Township Library Services Agreement terms:** Terms were reviewed, President Johnson will take the agreement to David Glaab Township Supervisor to be signed.

**c. Review/ approve revised Dress Code Policy: Motion by Abdo, supported by Napiorkowski** to approve the policy as presented. **Yes-**Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**d. Review/approve revised Collection Development Policy: Motion by Abdo, supported by Lewkowicz** to approve the policy as presented. **Yes-**Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**e. Review/approve Request for Reconsideration of Library Materials Form: Motion by Lewkowicz, supported by Napiorkowski** to approve the form as presented. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion carried.

**12. Public Comment:** None

**13. Adjournment: Motion by Abdo, supported by Napiorkowski** to adjourn the meeting at 6:25 p.m. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

**Next Meeting: Monday, September 18, 2023 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary