

Romulus Public Library Board

Meeting Minutes

September 18, 2023

1. Call to Order: President Jennifer Johnson called the meeting to order at 5:00 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 as presented. **Yes-** Abdo, Hoffman, 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 August 21, 2023 meeting. **Yes-** Abdo, Johnson, Lewkowicz, Napiorkowski. **Abstain-** Hoffman. Motion carried.

5. Communications: Director Braden reported that she was in the Pumpkin Fest parade and that the Library and Friends Group had a table at the festival. Director Braden also reported that 3 Construction Managers have applied to manage the Phase 2 Renovation Project.

6. President's Report: President Johnson reported that the Huron Applefest would be held October 7-8. She also suggested that the library could have a table at the Huron Rotary Picnic next year and that there would not be a fee to be there.

7. Financial Reports

a. Financial Reports: Treasurer Hoffman presented the financial report for the period ending 8/31/23.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Abdo, supported by Lewkowicz** to approve the warrant in the amount of \$28,988.27 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. She also reported that the CPR & AED In-Service was held and that some staff from the city attended as well as library staff. Five members of the Fire and Safety Commission also attended.

9. Friends of the Library Report: President Mildred Alexander reported that the Friends earned \$381.00 on the raffle held at the Pumpkin Fest. There will be a Book Sale October 12-14 and the group is now accepting small flea market items. The 5th Monday Game Night will be cancelled in October due to Halloween. The group is ordering new tote bags which will be sold at the library and are planning a Silent Auction for the spring.

10. Unfinished Business:

a. Approval of Phase 2 Renovation: Motion by Hoffman, supported by Lewkowicz to move forward with the Phase 2 Renovation plan minus the renovation of the vestibule. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

b. Review Huron Township Library Services Agreement terms: Agreement was reviewed and discussion held. President Jennifer Johnson will take the agreement to David Glaab, Township Supervisor to sign. She has left messages to meet with him and is waiting to hear back from his office.

11. New Business:

a. Request to close the Library on Friday, Dec 15 from 9:30a.m. -12:30 p.m. for Staff Christmas Party: Motion by Lewkowicz, supported by Hoffman to approve closure as requested. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

b. Request to close the Library on Friday Jan.5 for Staff In-Service Training for lockdown and active assailant training. Motion by Abdo, supported by Hoffman to approve closure as requested. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

12. Public Comment: None

13. Adjournment: Motion by Napiorkowski, supported by Hoffman to adjourn the meeting at 5:53 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

Next Meeting: Monday, October 16, 2023 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary