

Romulus Public Library Board

Meeting Minutes

January 16, 2024

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

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

Absent: Candy Lewkowicz. President Johnson asked for someone to take the minutes in Lewkowicz's absence. Hoffman volunteered.

2. Approval of the Agenda: Motion by Abdo, supported by Napiorkowski to approve the agenda as presented. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

3. Public Comment: *In order to hear all citizen comments the Library Board requests that speakers that wish to address the Library Board respect the (3) minute time limit. This is not a question and answer session. Citizens must state their first and last name before addressing the Board.*

4, Approval of the Minutes: Motion by Abdo, supported by Napiorkowski to approve the minutes as presented. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

5. Communications: None.

6. President's Report: None

7. Financial Reports:

a. Financial Reports: Treasurer Hoffman presented the financial report for the period ending 12/31/2023. Reported revenues are below expectations considering the Journal Entry for tax revenue has not been posted yet. Expenditures are below expectations.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Hoffman, supported by Abdo** to approve the warrant in the amount of \$10,336.70 and to place the financial reports on file. **Yes-** Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. The Library Director stated that we are promoting Libby, it is more cost effective. She also reviewed active the shooter training.

9. Friends of the Library Report: Mildred Alexander reported to the group that the Used Book and Bake Sale netted \$469. She thanked Member Abdo for her donation of cookies for the sale. She also made the Board aware of upcoming events, a Silent Auction on March 9th, 2024 from 5-9 pm. and Fifth Monday Game Night on January 29, 2024 from 5-7 pm.

10. Unfinished Business:

a. Update on Adult Renovation Area: Director Braden reported to the board the status of phase 3.

11. New Business:

a. Review/approve 2024/25 Preliminary Budget:

Director Braden Reviewed all of the line items of the Preliminary Budget. **Motion by Hoffman, supported by Abdo** to approve Preliminary Budget as presented. **Yes-** Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

b. Review/approve Final 2022/2023 Library Annual Report: Director Braden provided copies of the final report. **Motion by Abdo, supported by Napiorkowski** to approve 2022/2023 Library Annual Report. **Yes-** Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

c. Review/approve revised Circulation Policy: **Motion by Napiorkowski, supported by Abdo** to approve the revised Circulation Policy as presented. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

d. Closed Session: Library Director annual review. Motion by Abdo, supported by Napiorkowski to enter into closed season at 5:47 pm. Yes-Abdo, Johnson, Hoffman, Napiorkowski. Motion carried. **Motion by Abdo, supported by Napiokowki** to exit closed session at 6:09 pm. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion by Hoffman, supported by Napiorkowski to increase the salary of Director Braden by 3.5% beginning 7/1/2024. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski

12. Public Comment: None

13. Adjournment: Motion by Abdo , supported by Napiorkowski to adjourn the meeting at 6:11 p.m. **Yes-**Abdo, Johnson, Hoffman, Napiorkowski. Motion carried.

Next Meeting: Tuesday, February 20th, 2024 5:00 p.m.

Minutes submitted by Debra Hoffman, Treasurer.