

Romulus Public Library Board

Meeting Minutes

March 18, 2024

1. Call to Order: President Jennifer Johnson called the meeting to order at 5:01 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, second by Napiorkowski 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 Hoffman, second by Abdo, to approve the minutes from the February 20, 2024 meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

5. Communications: None

6. President's Report: Thank you to Mildred Alexander and the Friends of the Library, the Silent Auction was well done.

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 2/29/24 was presented. Revenues are at 110.16% and expenditures are only at 41.14% due to Capital Outlay expenses not used as of yet.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, second by Johnson** to approve the warrant in the amount of \$28,963.08 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

c. Intrafund Transfer: Motion by Hoffman, second by Abdo to increase Operating Supplies by \$4,000.00 and decrease Part-Time Salaries by \$4,000.00 to cover the cost of tents for outdoor events and to purchase other supplies needed. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

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

9. Friends of the Library Report: Mildred Alexander reported that the Friends held a Silent Auction on Saturday March 9th from 5-7 p.m. There were over 37 items and a profit of \$1,200.00 was made. 5th Monday Game Night will be held on April 29th. The group will be sponsoring a Bowling Event with the Chamber of Commerce, are planning a book giveaway for teachers and a Book Sale in July.

10. Unfinished Business:

a. Update of Adult Renovation: The project is on schedule and under budget. Director Braden reported that working with Braun Construction has been great.

11. New Business:

a. Request for change to 2024/25 Budget: Motion by Johnson, second by Hoffman to add \$6,000.00 to the budget to cover the increased costs of Healthcare Waivers. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried.

b. Review/approve 2022/23 State of the Library to Huron Township presentation: Motion by Abdo, second by Napiorkowski to approve the presentation. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion carried. Director Braden will be presenting the report to Huron Township.

12. Public Comment: None

13. Adjournment: Motion by Johnson, supported by Abdo to adjourn the meeting at 5:35 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Napiorkowski. Motion Carried.

Next Meeting: Monday, April 15, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary