

Romulus Public Library Board

Meeting Minutes

April 15, 2024

1. Call to Order: President Jennifer Johnson called the meeting to order at 5:04 p.m.

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

2. Approval of the Agenda. Motion by Lewkowicz, second by Abdo to approve the agenda as presented. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

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

4. Approval of the Minutes: Motion by Abdo, second by Johnson, to approve the minutes from the March 18, 2024 meeting. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

5. Communications:

a. TLN Mentoring Program: Our Director Patty Braden has been asked to mentor two other Library Directors. The Highland Township Library Director and the Waterford Library Director. This is done mostly by email and sometimes phone conversations. She is a resource to them to help answer questions or give guidance to the new directors.

6. President's Report: President Johnson reported that Patty's presentation of the Budget to Romulus City Council was excellent and good feedback was received. Patty also presented the State of the Library to Huron Township and received great feedback there also.

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 3/31/24 was presented. The fiscal year is 75.14% complete. We are under budget on expenses and over budget on revenues.

b. Warrant: Director Braden presented the warrant. **Motion by Abdo, second by Lewkowicz** to approve the warrant in the amount of \$16,101.57 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. Patty is also adding another Goal to her list of goals for the coming year. She will be attending more outreach events in both Romulus and Huron Township.

9. Friends of the Library Report: Mildred Alexander reported that the Friends approved \$1286.00 to be spent on purchases requested by the library. The 5th Monday Game night for April was cancelled due to construction. For National Library Appreciation week, the Friends provided a lunch to staff of Chili, Cornbread, and Cookies. A Bowling Event will be held with the Romulus Chamber of Commerce. The group will also assist at the Summer Reading Kickoff on June 18th. They also will have a table at the Romulus High School Prom Toast and The Pumpkin Fest.

10. Unfinished Business:

a. Update of Adult Renovation: A written report was presented and reviewed. The project is on schedule and on budget. There is a delay on delivery of the furniture and end panels that were ordered. Director Braden reported that working with Braun Construction has been great.

11. New Business:

a. Review/approve Study Room Policy: Motion by Abdo, second by Lewkowicz to approve the policy as presented. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

b. Review/approve updated Patron Responsibilities and Conduct Policy: Motion by Lewkowicz, second by Abdo to approve the policy as presented. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

c. Approval to close the library annually for the Juneteenth holiday to align with City policy: Motion by Abdo, second by Lewkowicz to close the library annually for the Juneteenth holiday. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

12. Public Comment: None

13. Adjournment: Motion by Abdo, supported by Johnson to adjourn the meeting at 6:02 p.m. **Yes-** Abdo, Johnson, Lewkowicz. Motion Carried.

Next Meeting: Monday, May 20, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary