

Romulus Public Library Board

Meeting Minutes

May 20, 2024

1. Call to Order: President Jennifer Johnson called the meeting to order at 5:02 p.m.

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

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

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

4. Approval of the Minutes: Motion by Abdo, second by Lewkowicz, to approve the minutes from the April 15, 2024 meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

5. Communications:

a. City Employee Policy Changes for Full-time Staff: Synopsis presented by Patty and reviewed.

6. President's Report: President Johnson reminded board members to please sign up to help at the Summer Reading Kick-off on June 18th from 4-8 p.m.

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 4/30/24 was presented. The fiscal year is 83.33% complete. We are under budget on expenses and over budget on revenues.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Abdo, second by Johnson** to approve the warrant in the amount of \$162,846.09 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

c. Intrafund Transfers: Motion by Hoffman, second by Johnson to approve three Intrafund Transfers. To Increase Contractual Services by \$400.00 and Decrease Part-time Salaries by \$400.00 to cover costs for contractual services costs. To Increase Transportation Mileage by \$150.00 and Decrease Part-time salaries by \$150.00 to cover mileage reimbursement through FY end. To Increase Janitorial Supplies by \$300.00 and Decrease Part-time Salaries by \$300.00 to cover costs for janitorial supplies through FY end. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. Patty reported that there were not Youth Teen Programs during the month of April due to construction. Patty has also ordered another shipment of Covid tests from the Federal Government. Once the tests arrive, they will be available to the public.

9. Friends of the Library Report: Mildred Alexander reported that the Friends will have a Bowling Event with the Chamber of Commerce, plans are being made for the Pumpkin Fest. They will have a table at the Prom Toast at Romulus High School on May 29th from 4-6 p.m. The group will be participating in the Summer Reading Kickoff on June 18th and will be giving out free books. A book Sale will be held July 11-

13th along with a flea market and bake sale. The Friends Group is now accepting book donations and flea market items.

10. Unfinished Business:

a. Update of Adult Renovation: A written report was presented and reviewed. Construction is finished and they are now working on the punch list of final touch-ups to be finished. We are still waiting for the furniture and end panels to be delivered. These items are expected by mid-June.

11. New Business:

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

b. Approval to close the Library for All-Staff Meeting and In-Service Training on Friday July 19, 2024: Motion by Hoffman, second by Lewkowicz to approve Library closing on July 19, 2024. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

12. Public Comment: None

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

Next Meeting: Monday, June 17, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary