

Romulus Public Library Board

Meeting Minutes

June 17, 2024

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. Director Patty Braden.

Guest: Mildred Alexander

2. Approval of the Agenda. Motion by Lewkowicz, second by Hoffman 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 Hoffman, second by Abdo, to approve the minutes from the May 20, 2024 Special Board Meeting and the Regular Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

5. Communications:

a. TLN's RFID Tagging Project: Director Braden explained the Tagging Project and the technology used in the project. The goal of TLN is for all 50 libraries in the system to implement the program. This will aid in inventory, security, and enhanced customer service. This would eliminate paper slips for materials shipped to shared system libraries and provide better and faster tracking of materials and delivery. Implementing this program would cost us very little. The Library Network would provide the materials needed.

6. President's Report: President Johnson has received notice that as of June 17, 2024 Jim Napiorkowski has resigned from the Library Board. We wish him well and thank him for his many years of service. Discussion held on ideas for replacing him on the board.

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 5/31/24 was presented. Revenues are over budget and expenditures are lower than expected.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, second by Abdo** to approve the warrant in the amount of \$15,982.28 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

c. Year-end Intrafund Transfers: Motion by Hoffman, second by Johnson to approve three Intrafund transfers. To increase Regular Salaries by \$20,000.00 and Decrease Capital Outlay by \$20,000.00 to cover costs for Regular Salaries. To Increase Books-Electronic by \$1,800.00 and Decrease Education, Training, Workshops by \$1,800.00 to cover costs for electronic books. To Increase Michigan Tax Tribunal Refund by \$100.00 and Decrease Part-time Salaries by \$100.00 to cover costs for Michigan Tax Tribunal Refund account. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. Patty also reported that she will be on vacation from July 1-8.

9. Friends of the Library Report: Mildred Alexander reported that the Friends participated in the Romulus High School Prom toast on May 29th and gave out tissues and other swag. They will assist with the Summer Reading Kickoff on June 18th, and Juneteenth Celebration on June 22nd. They will hold a book sale July 11-13 and are accepting Flea Market items. 5th Monday Game Night is on July 29th from 5:30-7:30. They will have a table and raffle at the Pumpkin Festival in September and will have a Bowling Fundraiser with the Chamber of Commerce on October 19th.

10. Unfinished Business:

a. Update of Adult Renovation: The project is complete with only a few punchlist items to do. We are still waiting on the furniture that was ordered. The manufacturer is delayed but it should be here soon.

11. New Business:

a. Election of Officers for 2024/25: Motion by Abdo, second by Hoffman to approve the following officers: President Jennifer Johnson, Vice President Kathy Abdo, Secretary Candace Lewkowicz, Treasurer Debra Hoffman. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

12. Public Comment: None

13. Adjournment: Motion by Johnson, supported by Hoffman to adjourn the meeting at 6:20 p.m. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz. Motion Carried.

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

Minutes submitted by Candace Lewkowicz, Secretary