

Romulus Public Library Board

Meeting Minutes

July 15, 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 Hoffman, second by Johnson 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 Lewkowicz, to approve the minutes from the June 17, 2024 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

5. Communications: Director Braden reminded us that the library will be closed for Staff In-service on July 19th. The staff will be trained on using Canva and the Cricket Machine. There will be a Summer Reading Program kickoff review, discussion of what's working and what's not at the library. There will be a staff appreciation luncheon. There was an increase of 16% in the attendance at the Summer Reading Kickoff and there is a 1 million dollar increase for Libraries in the State Budget. We will get a small increase in our state aid.

6. President's Report: President Johnson reported that she, Debra Hoffman, and Director Patty Braden met with Mayor Robert McCraight regarding the improvements made to the library and our plans going forward. His response was favorable to our plans.

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 6/30/24 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 \$97,678.81 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

c. Year-end Budget Amendment: Motion by Abdo, second by Hoffman to Increase Miscellaneous Expense-Donations by \$12,100.00 and Decrease Fund Balance by \$12,100.00 to utilize unused donation funds from FY 2023/24 budget. **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 has met with the Architect from Merritt Cieslak and for him to work on plans for the next phase of our building improvements he needs to know how much we can budget for the project. We will get back to him once we have completed the audit and have a firm number.

9. Friends of the Library Report: Mildred Alexander reported that the Friends of the Library made \$744.00 on the July Book Sale. They will raffle a wagon at the Pumpkin Festival and co -sponsor a bowling event on October 19th. There is a 5th Monday Game Night coming up on July 29th.

10. Unfinished Business: None

11. New Business:

a. Request to close library the Saturday before Memorial Day Annually: Motion by Hoffman, second by Abdo to close the library the Saturday before Memorial Day Annually. Discussion, the data shows that there are very few patrons using the library on that date. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

12. Public Comment: None

13. Adjournment: Motion by Abdo, supported by Hoffman to adjourn the meeting at 5:49 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion Carried.

Next Meeting: Monday, August 19, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary