

Romulus Public Library Board

Meeting Minutes

August 19, 2024

1. Call to Order: President Jennifer Johnson called the meeting to order at 5:00 p.m.

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

2. Approval of the Agenda. Motion by Abdo, second by Lewkowicz 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 Johnson, second by Lewkowicz, to approve the minutes from the July 15, 2024 Board Meeting. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

5. Communications: Director Braden shared that she has received an email from Sheetz regarding the Grand Opening on Tuesday September 27th 2024. She also shared a Tip Sheet- Twelve Golden Rules for Board Members. There will be a Ribbon Cutting on Sept.3, 2024 for the Capital Improvements made to the Adult section of the library, all are welcome to attend. Community Feedback Sessions are scheduled September 12 at 10:30 a.m., September 16 at 6:30 p.m., and September 28 at 10:30 a.m. Please try to attend. The dates and times will be sent out by email and social media.

6. President's Report: President Johnson reported that the Community Picnic in Huron Township was held and that Director Braden attended and stayed all day. She spoke with many community members. President Johnson also reported that Huron Township has a new Supervisor Kelly M. Trombly.

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 7/31/24 was presented. It is the beginning of the new budget year.

b. Warrant: Director Braden presented the warrant. **Motion by Abdo, second by Lewkowicz** to approve the warrant in the amount of \$50,367.91 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

c. Intrafund Transfers: Motion by Johnson, second by Abdo to approve two intrafund transfers. To Increase Books -Audio/Visual Adult by \$19,000.00 and Decrease Books-Audio/Visual by \$19,000.00. To Increase Books-Audio/Visual Youth by \$6,500.00 and Decrease Books-Audio/Visual by \$6,500.00. To Increase Books-Print Adult by \$23,000.00 and Decrease Books -Print by \$23,000.00. To Increase Books-Print Youth by \$23,000.00 and Decrease Books-Print by \$23,000.00. To Increase Programming-Adult by \$3,400.00 and Decrease Programming by \$3,400.00. To Increase Programming-Youth by \$5,000.00 and Decrease Programming by \$5,000.00. To reallocate funds to new accounts for adult and youth services. To Increase Membership Dues by \$300.00 and Decrease Education, Training, Workshops by \$300.00. To cover costs for membership dues in FY2024/25. **Yes-**Abdo, Johnson, Lewkowicz. Motion carried.

d. Budget Amendment: Motion by Lewkowicz, second by Abdo to approve the Budget Amendment. To Increase Dental Insurance by \$4,000.00 and Decrease the Fund Balance by \$4,000.00. To cover costs for new dental insurance for staff. **Yes-**Abdo, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. Patty also reported that she worked with the Telegram Newspaper by email. There is an article in the paper about the library. She also let us know that she stepped in to do Toddler Story Time recently, due to staff illness, and enjoyed it very much. There is a full time Library Assistant 1 position open at this time.

9. Friends of the Library Report: Mildred Alexander reported that they will raffle a wagon at the Pumpkin Festival and co-sponsor a bowling event on October 19th. Raffle Baskets are needed for the Bowling Event. The group purchased a clock for the library and are donating books to Romulus High School for the Back to School Night. There is a 5th Monday Game Night coming up on September 30th and a Book Sale October 10-12, 2024.

10. Unfinished Business: None

11. New Business:

a. Closed session to discuss personnel issue: Motion by Abdo, second by Johnson to enter closed session at 5:29 p.m. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried. **Motion by Abdo, second by Johnson** to exit closed session at 6:23 p.m. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried. **Motion by Johnson, second by Lewkowicz** to lift the patron ban on October 1, 2024 provided that the patron agrees to follow the Patron Responsibilities and Conduct Policy, meets with Director Braden and signs the policy. **Yes-** Johnson, Lewkowicz. **No-** Abdo. Motion carried.

b. Approval of new position: Proposal for Circulation Supervisor presented. Due to time constraints the board will review the Proposal at the September Meeting.

c. Review/approve revised Study Room Policy: Motion by Abdo, second by Johnson to approve the revised Study Room Policy as Presented. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

d. Review/approve revised Dress Code Policy: Motion by Johnson, second by Abdo to approve the revised Dress Code Policy as presented. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

12. Public Comment: None

13. Adjournment: Motion by Abdo, supported by Lewkowicz to adjourn the meeting at 6:48 p.m. **Yes-** Abdo, Johnson, Lewkowicz. Motion Carried.

Next Meeting: Monday, September 16, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary