

Romulus Public Library Board

Meeting Minutes

September 16, 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, Emery Long. Director Patty Braden. **Guest:** Mildred Alexander

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

3. Public Comment: None

4. Approval of the Minutes: Motion by Johnson, second by Hoffman, to approve the minutes from the August 19, 2024 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

5. Communications: Director Braden shared a written report regarding Outreach Services and Statistics for Huron Township for 2023-24. Huron Applefest will be held on October 5th-6th. The library will have a booth and staff at the festival on Saturday the 5th.

6. President's Report: President Johnson welcomed new Board Member Emery Long. She shared that she attended online training regarding finances of libraries. She also shared handouts and highlights of a Leadership Brief from the Urban Libraries Council on Leadership Roles for Library Trustees.

7. Financial Reports

a. Financial Reports: The financial report for the Period Ending 8/31/24 was presented.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Abdo, second by Long** to approve the warrant in the amount of \$23,340.70 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. Intrafund Transfers: Motion by Hoffman, second by Johnson to approve two intrafund transfers. To Increase Health Insurance by \$30,200.00 and Decrease Capital Outlay by \$30,200.00 to cover Health Insurance for Full Time Library Assistant 1. To Increase Kits-Adult by \$2,000.00 and Kits-Youth by \$2,000.00 and Decrease Operating Supplies by \$4,000.00. To cover costs for new Kits for the Library of Things. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. Patty also commented on the Grand Opening of the updated Adult Section and how well attended it was.

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 November 9th, date has been changed due to a bowling league conflict. Raffle Baskets are needed for the Bowling Event. 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. Review/approve new staff position: Motion by Hoffman, second by Abdo to approve a new position of Full Time Circulation Supervisor as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

b. Review/approve updated Internet and Computer Use Policy: Motion by Johnson, second by Hoffman to approve the updated Internet and Computer Use Policy as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

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

d. Review/approve updated Problem-Solving Policy: Motion by Abdo, second by Long to approve the updated Problem-Solving Policy as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

e. Review 2024-27 Strategic Plan Timeline: Director Braden shared the Strategic Plan Timeline for April 2023-February 2025. So far 39 Community Feedback Surveys have been received. There are still two in person survey meetings to be held. Paper surveys are available at the library and the survey is also available on line. Results of the survey will be shared in October 2024.

12. Public Comment: None

13. Adjournment: Motion by Johnson, supported by Long to adjourn the meeting at 6:17 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, October 21, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary