

Romulus Public Library Board

Meeting Minutes

October 21, 2024

1. Call to Order: President Jennifer Johnson called the meeting to order at 5:03 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 Abdo, second by Hoffman to approve the agenda with correction to postpone item 5 a Presentation on BISAC and other projects by Head of Adult Services, Jake Rynicki. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

3. Public Comment: None

4. Approval of the Minutes: Motion by Hoffman, second by Abdo, to approve the minutes from the September 16, 2024 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

5. Presentations:

a. Postponed

b. Presentation of preliminary library service responses for 2024-27 Strategic Plan: Director Braden presented the responses and they were reviewed. An executive summary was also presented with the top five library services responses being: Expand Outreach to the Communities, Create a Comfortable Place: Physical and Virtual Spaces, Market the Library, Enhance Library Collections, and Support and Retain Staff. **Motion by Johnson, second by Abdo** to move forward with the top 5 Strategic Plan service responses. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

6. Communications:

a. State Aid Computation: Director Braden presented the State Aid Computation Form and it was reviewed.

7. President's Report: President Johnson expressed the Board's Thanks to Midred Alexander and the Friends of the Library for all they do. This week is Friends of the Library Appreciation Week. Mildred will share our appreciation to the group at their next meeting.

8. Financial Reports:

a. Financial Reports: The financial report for the Period Ending 9/30/24 was presented. Treasurer Hoffman reported that all revenues have not yet been reported and expenditures are on track.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, second by Long** to approve the warrant in the amount of \$14,373.32 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

9. Library Director's Report: Director Braden provided a written report and it was reviewed. She also reported that a new Part time Library Assistant 1 has been hired and there is still a page position open.

10. Friends of the Library Report: Mildred Alexander reported that the group raised approximately \$96.00 at the Pumpkin Festival and also gave away books. The book sale held October 10-12 raised over \$600.00 and that the library donated a used computer to the group to use as needed. The group helped at the Huron Applefest booth for the Library along with Director Braden and other staff. A Bowling Event will be held November 9th with the Romulus Chamber of Commerce. All bowlers are welcome regardless of skill level. Raffle Baskets are needed for the Bowling Event. The group has welcomed a new member and the November meeting will have a date change to November 4th at 5:30.

11. Unfinished Business: None

12. New Business:

a. Request to close the Library Fri, Dec 20, 2024 from 9 a.m. – 1 p.m. for Staff Christmas Party: Motion by Abdo, second by Hoffman to approve closing of the Library Fri, Dec. 20, 2024 from 9 a.m.-1 p.m. for Staff Christmas Party. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

b. Request to close the Library Fri, Jan 10, 2025 for staff in-service training: Motion by Abdo, second by Long to approve closing the Library Fri, Jan 10, 2025 for staff in-service training. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

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

d. Review/approve 2023/24 Library Annual Report: Motion by Johnson, second by Abdo to approve the 2023/24 Library Annual Report as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

e. Review Huron Township Library Services Agreement terms: Huron Township Library Services Agreement was presented and reviewed.

13. Public Comment: None

14. Adjournment: Motion by Johnson, supported by Abdo to adjourn the meeting at 6:15 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, November 18, 2024 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary