

Romulus Public Library Board

Meeting Minutes

November 18, 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 Long** 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 Hoffman, second by Long,** to approve the minutes from the October 21, 2024 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**5. Presentations:**

**a. Presentation on BISAC and other projects by Head of Adult and Support Services, Jake Rynicki:** Jake presented and explained the new library system being used. BISAC is a new way to shelve and find books in the library. It is more like a bookstore with books shelved by category rather than by the Dewey Decimal System. The system is easier for patrons to use and does not require as much assistance from library staff to find the desired book. Patron response has been very favorable. The signage is very clear and easy to understand.

**6. Communications:**

**a. Update on Internet outage:** On Monday November 11, in the afternoon, the internet at the library went down. All TLN libraries lost internet. TLN was updating the system and it caused the internet to crash. The internet was down on Tuesday Nov 12<sup>th</sup> and Wednesday Nov 13<sup>th</sup> until about noon. Library staff were able to check out books manually and staff used city computers to access email and the internet until the problem was resolved.

**7. President's Report:** None

**8. Financial Reports:**

**a. Financial Reports:** The financial report for the Period Ending 10/31/24 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 Abdo, second by Long** to approve the warrant in the amount of \$39,882.01 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 she has been working on the Strategic Plan and that Breana Wegrzynowicz has been promoted to Circulation Supervisor. She will begin this new position on 1-6-2025.

**10. Friends of the Library Report:** Mildred Alexander reported that the Bowling Fundraiser netted \$650.00 total profit to be split with the Chamber of Commerce. There will be a Christmas Party Dec 15<sup>th</sup> @ 3 p.m. at the Artisan Reserve. The group will be decorating the library for Christmas and are planning a book sale for January 23, 2025. The Friends donated teen books to Hegira Health and Romulus High School.

**11. Unfinished Business:** None

**12. New Business:**

**a. Request to change library hours on Dec 26, 2024 to 9 a.m.-5 p.m.: Motion by Abdo, second by Long** to change library hours on Dec 26, 2024 to 9 a.m. - 5 p.m. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**b. Review/approve 2025 Library Board meeting dates: Motion by Johnson, second by Lewkowicz** to approve the 2025 Library Board meeting dates as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**13. Public Comment:** None

**14. Adjournment: Motion by Hoffman, supported by Long** to adjourn the meeting at 5:55 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

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

Minutes submitted by Candace Lewkowicz, Secretary