

Romulus Public Library Board

Meeting Minutes

January 21, 2025

1. Call to Order: President 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.

2. Approval of the Agenda. Motion by Lewkowicz, 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 December 16, 2024 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

5. Communications:

a. Increase in copy and printing costs: A new machine with credit or debit card payment has been purchased. Black & White copies have increased from 10 cents to 15 cents per copy and color copies increased from 25 cents to 30 cents per copy.

6. President's Report: None

7. Financial Reports:

a. Financial Reports: The financial report for the Period Ending 12/31/24 was presented. Treasurer Hoffman reported that all revenues have not yet been reported and expenditures under budget.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Abdo, second by Lewkowicz** to approve the warrant in the amount of \$23,673.18 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. Intrafund Transfer: Motion by Hoffman, second by Abdo to increase Contractual Attorney Fees by \$4,000.00 and decrease Capital Outlay by \$4,000.00 to cover cost for contractual attorney fees through 6/30/2025. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. She shared that there was a deep cleaning of the Library and she is pleased with the work done. Director Braden also shared that she is now on an Emerging Technologies committee with the City of Romulus. Employee Anniversary dates were highlighted in her report and celebrated.

9. Friends of the Library Report: Director Braden shared that the Friends will be holding a Book Sale January 23, 24, 25 and have a Silent Auction planned for May 31, 2025.

10. Unfinished Business:

a. Penal Fines: Discussion held regarding penal fines. Libraries that were overpaid by the county met at Romulus City Hall. **Motion by Long, second by Johnson** to opt out of the Proposed Library of Michigan

settlement at this time; as we are requesting an independent audit to be provided by Wayne County. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

Motion by Abdo, second by Long to approve the City of Romulus Public Library Resolution for Settlement Negotiation Authority Resolution as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

11. New Business:

a. Bylaws review: Copies of the current Bylaws were distributed to the board members. Copies of Bylaws written by Anne Seuryneck; Library Lawyer were also distributed to board members. Board Members are to review these bylaws and be prepared to discuss and or recommend changes at our next meeting on February 18, 2025.

b. Library Lease Agreement: Copies of our lease agreement with the City of Romulus were distributed to board members. Discussion held.

c. Closed Session: Library Director annual review: Motion by Johnson, second by Abdo to enter into closed session at 6:23 p.m. to share annual review of Library Director Braden. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried. **Motion by Abdo, second by Hoffman** to exit closed session at 6:40 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

12. Adjournment: Motion by Long, supported by Hoffman to adjourn the meeting at 6:40 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Tuesday, February 18, 2025 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary