

Romulus Public Library Board

Meeting Minutes

February 18, 2025

1. Call to Order: President Johnson called the meeting to order at 5:04 p.m.

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

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

3. Public Comment: None

4. Approval of the Minutes: Motion by Long, second by Abdo, to approve the minutes from the January 21, 2025 Board Meeting. **Yes-** Abdo, Johnson, Lewkowicz, Long. Motion carried.

5. Communications:

a. Library Marketing Makeover winner: Director Braden applied to receive a free Library Marketing Makeover and was awarded a makeover. Patty met with Trenton Smiley of Library Cooperatives of Michigan. He will do an evaluation of our current marketing strategies including our Website, Calendar, and Social Media and give suggestions for improvement. There will be a total of three meetings.

6. President's Report: None

7. Financial Reports:

a. Financial Reports: The financial report for the Period Ending 1/31/25 was presented. Director Braden reported that revenues are under budget and expenditures are under budget.

b. Warrant: Director Braden presented the warrant. **Motion by Lewkowicz, second by Long** to approve the warrant in the amount of \$18,335.38 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz, Long. Motion carried.

c. Intrafund Transfer: Motion by Johnson, second by Long to increase MTT Refunds by \$1,430.00 and decrease Part-time Salaries by \$1,430.00. To cover costs for MTT Refunds through 6/30/25. **Yes-** Abdo, Johnson, Lewkowicz, Long. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. She shared that she has completed the State Aid Report for 2023/2024. A Part-time Youth Library Assistant I has been hired. The RFID tagging process is ongoing with the Youth collection about 30% complete and the Adult collection is almost finished. TLN (The Library Network) is coming in to assist with the tagging. There is no charge for their assistance. Patty also reported that The Library of Michigan is not offering grants for 2025.

9. Friends of the Library Report: Mildred Alexander reported that the January Booksale profit was \$638.00. There will be a Silent Auction held May 31st and they are accepting New items to be auctioned. There was a purchase request for \$1850.00 to cover programming for a Murder Mystery, Music and cooking programs and it was approved. The group also purchased an Inkjet printer to make shirts and

bookbags. There will be a Teacher book give away and another book sale April 3-5. Sadly, Mildred reported that Marie Charles and Tammy Garrison, Friends members, have passed away.

10. Unfinished Business:

a. Penal Fines: There will be a Closed Study Session with Romulus City Council on March 10th at 6:45. It was also reported that all 11 libraries that were overpaid are requesting an independent audit from Wayne County.

b. Board Bylaws review: A Bylaws committee was formed with Jennifer Johnson and Candace Lewkowicz to review the Bylaws and report back to the board.

c. Library Lease Agreement: Director Braden has emailed the Mayor regarding the Lease and is waiting for a reply.

11. New Business:

a. Review 2025/26 Preliminary Budget: Budget was reviewed.

12. Adjournment: Motion by Long, supported by Abdo to adjourn the meeting at 7:02p.m. **Yes-** Abdo, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, March 17, 2025 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary