

Romulus Public Library Board

Meeting Minutes

March 17, 2025

1. Call to Order: President Johnson called the meeting to order at 5:02 p.m.

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

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

3. Public Comment: None

4. Approval of the Minutes: Motion by Johnson, second by Lewkowicz, to approve the minutes from the February 18, 2025 Board Meeting. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

5. Communications:

a. Kudos to staff: Director Braden received an email praising library staff member Lavender and a comment by another patron praising staff member Melissa.

b. National Library Week April 6-13,2025; National Library Workers Day Tues, April 8: The Library staff will be celebrating with Spirit Week and by having a special lunch or snack every day.

6. President's Report: President Johnson reported that on May 14, 2025 Patty, Debra, and Jennifer will be meeting with the new Huron Township Supervisor, Deputy Supervisor, Treasurer, and Clerk. Patty will be presenting the State of the Library to Huron Township on April 9, 2025.

7. Financial Reports:

a. Financial Reports: The financial report for the Period Ending 2/28/25 was presented. Revenues are at 80% and expenditures are under budget.

b. Warrant: Motion by Lewkowicz, second by Johnson to approve the warrant in the amount of \$14,495.77 and to place the financial reports on file. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

c. Intrafund Transfer: Motion by Hoffman, second by Lewkowicz to increase Postage by \$100.00 and decrease Part-time Salaries by \$100.00. To cover costs for Postage for the remainder of FY 24/25. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. She shared that first quarter anniversaries were celebrated. The RFID tagging project is ongoing with 1-2 staff from The Library Network assisting daily. The Adult collection is finished and work continues on the Youth collection.

9. Friends of the Library Report: Mildred Alexander reported that the March 7th Teacher Book Giveaway had better participation this year with 8-10 teachers selecting books for their class. 5th Monday Game Night is March 31st. The next Book Sale is April 3-5 and a Silent Auction will be held May 31st. A request

was made by staff for the purchase of a new Youth Area desk, Youth Collection Boxes and a shelf. The Friends Group paid for the requested items.

10. Unfinished Business:

a. Update from Board Bylaws Review Committee: The committee met and the updated bylaws will be emailed for Board members to review.

b. Review Staff Liaison position: Motion by Johnson, second by Lewkowicz to eliminate the Staff Liaison Position. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

c. Review/approve 2025/26 Library Budget: Motion by Hoffman, second by Johnson to approve the 2025/26 Library Budget with the following changes. Investment Earning reduced from \$20,000.00 to \$15,000.00. Reduce the amount in Subscription Services and Education, Training, Workshops budget. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

11. New Business:

a. Review/approve Updates Library Safety Plan: Motion by Hoffman, second by Johnson to approve the Library Safety Plan as presented. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

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

c. Review/approve 2023/24 State of the Library: Motion by Johnson, second by Hoffman to approve the 2023/24 State of the Library as presented. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

d. Review/approve 2024/27 Strategic Plan: Motion by Johnson, second by Lewkowicz to approve the 2024/27 Strategic Plan as presented. **Yes-** Hoffman, Johnson, Lewkowicz. Motion carried.

e. Fundraiser ideas: Director Braden presented a fundraiser idea and discussion was held.

12. Adjournment: Motion by Johnson, supported by Hoffman to adjourn the meeting at 7:08p.m. **Yes-** Hoffman, Johnson, Lewkowicz. Motion Carried.

Next Meeting: Monday, April 21, 2025 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary