

Romulus Public Library Board

Meeting Minutes

May 19, 2025

**1. Call to Order:** President Johnson called the meeting to order at 5:01 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 as presented. **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 April 21, 2025 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**5. Communications:**

**a. Thank you Board:** Director Braden expressed her thanks to the Board Members for serving on the board.

**6. President's Report:** President Johnson reported that she and Director Braden met with the new Huron Township Supervisor, Deputy Supervisor, and Treasurer. Discussion was held regarding Huron Residents using the library, Programming, and the many services offered. A discussion was held regarding the possibility of a Book Locker being purchased and placed within the Township to make checking books out easier for Huron Residents. Discussion was held regarding possible funding sources and ideas for placement. President Johnson also reported that the Lease Agreement with the City of Romulus will be held at the 2024 rate until 2027.

**7. Financial Reports:**

**a. Financial Reports:** The financial report for the Period Ending 4/30/25 was presented. Revenues are over budget, and expenditures are under budget.

**b. Warrant:** Treasurer Hoffman presented the warrant **Motion by Lewkowicz, second by Abdo** to approve the warrant in the amount of \$23,345.71 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**c. Intrafund Transfers: Motion by Hoffman, second by Abdo** to approve three intrafund transfers. To Increase Contractual Services by \$300.00 and decrease Education, Training by \$300.00 to cover costs for contractual services through FY end. To Increase Membership Dues by \$100.00 and decrease Education, Training by \$100.00 to cover costs for membership dues through FY end. To Increase Life Insurance by \$150.00 and decrease Education, Training by \$150.00 to cover costs for life insurance through FY end. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**8. Library Director's Report:** Director Braden provided a written report and it was reviewed.

**a. Update on Institute of Museum and Library Services (IMLS) funding:** Director Braden shared information that Michigan has been notified that the state can anticipate a 50% award next year,

approximately 2.4 million, which will allow the Library of Michigan to continue MeLCat and several MeL databases. There are no details at this time.

**b. Update on use of Sheetz donation:** Director Braden shared that the Sheetz donation will be used to help upgrade the Youth Area of the library. There is a plan to move shelving to add space, redo the play area, and purchase some comfy chairs for the area. The Friends of the Library has approved funds to pay for painting of the walls.

**c. Update of penal fines:** We have received an Invoice from the Wayne County Treasurer regarding overpayment funds. We are still requesting an independent audit before making arrangements for repayment.

**9. Friends of the Library Report:** Mildred Alexander reported that a plaque is being ordered in memory of Tammy Garrison and Marie Charles. The group will attend the RHS Prom Toast on May 22<sup>nd</sup>. A Silent Auction will be held May 31<sup>st</sup>. The group approved \$1250.00 to cover the cost of painting the Youth Area. The group will be helping at the Summer Reading Kickoff on June 18<sup>th</sup> and the next book sale is scheduled for July 24<sup>th</sup>. It was also reported that there are two new members and that attendance at the Friends Group meetings has been increasing.

**10. Unfinished Business:** none

**11. New Business:**

**a. Approval of the 25/26 FY Budget as amended by Finance: Motion by Johnson, second by Long** to approve the 25/26 FY Budget as amended. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**b. Request library closure to prep for painting from 9 a.m.-noon of Wed. June 4: Motion by Hoffman, second by Abdo** to close the library on June 4 from 9 a.m. to Noon to prep for painting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**c. Request library closure from 9 a.m.to 1 p.m. of Friday July 18 for half day Staff In -Service: Motion by Abdo, second by Long** to close the library from 9 a.m. – 1 p.m. on Friday July 18 for staff in-service. **Yes-**Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**12. Adjournment: Motion by Hoffman, supported by Lewkowicz** to adjourn the meeting at 5:37 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

**Next Meeting: Monday, June 16, 2025 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary