

Romulus Public Library Board

Meeting Minutes

June 16, 2025

1. Call to Order: President Johnson called the meeting to order at 5:03 p.m.

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

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

3. Public Comment: None

4. Approval of the Minutes: Motion by Abdo, second by Johnson, to approve the minutes from the May 19, 2025 Board Meeting. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

5. Communications: none

6. President's Report: President Johnson reported that she and Director Braden met with a Delta Airlines Employee who is starting a Downriver school's apprentice program. He pitched fundraising ideas to them. They also met regarding the Book Locker for Huron Township. Costs not included are concrete, electric, signage, WIFI etc. Huron Township is looking into options.

7. Financial Reports:

a. Financial Reports: The financial report for the Period Ending 5/31/25 was presented. Revenues are more than expected, and expenditures are at 86.64%. Healthcare and dental costs have gone up.

b. Warrant: Director Braden presented the warrant **Motion by Lewkowicz, second by Abdo** to approve the warrant in the amount of \$10,560.52 and to place the financial reports on file. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

c. Intrafund Transfers: Motion by Abdo, second by Lewkowicz to approve two intrafund transfers. To Increase Utilities by \$5,100.00 and decrease Capital Outlay by \$5,100.00 to cover costs for utilities for the remainder of the FY 24/25. To increase Building Maintenance by \$11,000.00 and decrease Part-time salaries by \$10,000.00 and decrease Education, Training by \$1,000.00 to cover costs for HVAC repairs. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. Director Braden also reported that there were two employee resignations. One part-time Library Assistant resigned and one full time Library Assistant resigned. The full-time position was filled by promotion within. Two Part-Time Library Assistant positions are open and interviews are in process.

a. Update on use of Sheetz donation: Director Braden shared that the Youth area has been repainted and that Library Design helped with the arrangement of the stacks. We now have a larger area for the play area and it is ADA compliant. The two new lounge chairs are in and waiting for delivery. The Friends of the Library have donated to purchase a new kitchen set for the area. A plate has been ordered recognizing Sheetz and The Friends of the Library for their donations and will be displayed in the Youth Area. There will be a ribbon cutting in July or August.

b. Update on penal fines: A letter has been sent from our attorney requesting a third-Party Audit of the Penal Fines.

9. Friends of the Library Report: Mildred Alexander reported that the Silent Auction had a profit of \$850.00. The group attended the RHS Prom Toast and handed out eyeglass cleaners and tissue packs. They will assist at the Summer Reading Kick off on June 18th. The next book sale is July 24-26th. 5th Monday Game Night will be held on June 30th. The Friends allocated \$170.00 to purchase a new kitchen set for the Youth Area and are preparing for the Pumpkin Fest in September.

10. Unfinished Business: none

11. New Business:

a. Review/approve revised Donation Policy: **Motion by Lewkowicz, second by Abdo** to approve the Donation Policy as presented. **Yes-** Abdo, Johnson, Lewkowicz. Motion carried.

12. Adjournment: **Motion by Johnson, second by Abdo** to adjourn the meeting at 5:36 p.m. **Yes-** Abdo, Johnson, Lewkowicz. Motion Carried.

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

Minutes submitted by Candace Lewkowicz, Secretary