

Romulus Public Library Board

Meeting Minutes

August 18, 2025

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

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

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

3. Public Comment: None

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

5. Communications:

a. Youth Area Ribbon-Cutting- September 10, 1:30 p.m.: Director Braden shared that the Youth Area Ribbon cutting is all set. All are invited to attend.

6. President's Report: none

7. Financial Reports:

a. Financial Reports: The financial report for the 24/25 Fiscal Year End Revenue and Expenditure Report Period ending 6/30/25 was presented. The Revenue and Expenditure report for the Period Ending 7/31/25 was also presented and both were reviewed.

b. Warrant: Director Braden presented the warrant **Motion by Lewkowicz, second by Long** to approve the warrant in the amount of \$4,372.77 and to place the financial reports on file. **Yes-** Johnson, Lewkowicz, Long. Motion carried.

c. Intrafund Transfers: Motion by Johnson, second by long to approve an intrafund transfer. To Increase Grounds Maintenance by \$320.00 and decrease Education, Training, Workshops by \$320.00 to cover costs for Ground Maintenance for FY 24/25. **Yes-** Johnson, Lewkowicz, Long. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. She also reported that the Half day In-Service included fire extinguisher training, History of the Library, hotspot checkouts, handling patron issues, and what's working/what's not.

9. Friends of the Library Report: Mildred Alexander reported that the recent book sale had a profit of \$580.00. The next sale will be October 23rd-25th. They are preparing for Pumpkin Fest and will be raffling a cooler and giving out pretzels and bubbles. The group will also share a tent with the Library at The Huron Apple Fest on Saturday October 4th. There will be a Teacher Book Give Away on 11-13-25 from 3:30-6 p.m.

10. Unfinished Business:

A: Update of penal fines: Discussion was held. Director Braden reported that we have not yet received our current penal fine check which was expected to be mailed in early August.

11. New Business: none

12. Adjournment: Motion by Johnson, second by Long to adjourn the meeting at 5:47 p.m. **Yes-** Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, September 15, 2025 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary