

Romulus Public Library Board

Meeting Minutes

July 21, 2025

**1. Call to Order:** President Johnson called the meeting to order at 5:00 p.m.

**Present:** Debra Hoffman, Jennifer Johnson, Candace Lewkowicz, Emery Long. Director Patty Braden.

**Absent:** Kathy Abdo **Guest:** Mildred Alexander

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

**Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**3. Public Comment:** None

**4. Approval of the Minutes: Motion by Johnson, second by Lewkowicz,** to approve the minutes from the June 16, 2025 Board Meeting. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**5. Communications:** Director Braden shared that the city has a Housing Market Survey which can be completed, Patty participated in a Focus Group with other Directors from the city. The Friends of the Library food collection for the Food for Thought Campaign 2025 resulted in 113 meals or 150 pounds of food collected. The food was given to The Helping Hand Thrift shop here in Romulus. A thank you letter was sent and received from Gleaners. Director Braden also shared that a part time employee has been promoted to full time to fill a vacancy.

**6. President's Report:** none

**7. Financial Reports:**

**a. Financial Reports:** The financial report for the Period Ending 6/30/25 was presented. Treasurer Hoffman noted that the Ending Fund Balance was more than expected. Director Braden also shared that there will be a budget amendment to cover the increased costs for Health Insurance, Dental Insurance, and Long/short term disability insurance.

**b. Warrant:** Treasurer Hoffman presented the warrant **Motion by Long, second by Lewkowicz** to approve the warrant in the amount of \$26,521.69 and to place the financial reports on file. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**c. Intrafund Transfers: Motion by Johnson, second by Hoffman** to approve an intrafund transfer. To Increase Janitorial Supplies by \$70.00 and decrease Education, Training by \$70.00 to cover costs for Janitorial supplies for the remainder of the FY 24/25. **Yes-**Hoffman, 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 leadership team met with the Romulus Police Chief for assistance and ideas for dealing with patron issues. He gave suggestions and guidance. On the half day in-service Fire extinguisher training was provided.

**a. Update on Strategic Plan goals:** Director Braden shared the Strategic Plan and reported that 25/74 goals have been completed. This is a three-year plan and completion is on track and going well.

**9. Friends of the Library Report:** Mildred Alexander reported that a memorial plaque is being ordered where names can be added as needed. The 5<sup>th</sup> Monday game night only had a small group. The used Book Sale and Flea Market will be held July 24-26<sup>th</sup>. The Friends group will be raffling a cooler for the Pumpkin Fest. The Friends of the Library are donating funds to purchase a new 10 foot by 20 foot tent with weights to replace one that was destroyed by the storm on the day of the Summer Reading Program Kickoff.

**10. Unfinished Business:** none

**11. New Business:**

**a. Review/approve revised Problem Solving Policy: Motion by Hoffman, second by Johnson** to approve the Problem Solving Policy as presented. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**12. Adjournment: Motion by Long, second by Johnson** to adjourn the meeting at 5:43 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

**Next Meeting: Monday, August 18, 2025 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary