

Romulus Public Library Board

Meeting Minutes

October 20, 2025

**1. Call to Order:** President Johnson called the meeting to order at 5:02 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 Long, second by Hoffman**, to approve the minutes from the September 15, 2025 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**5. Communications:** Director Braden shared an email received from the Romulus Middle School Media Specialist thanking Library Staff for coming to the Middle School to share what the library has to offer and encourage students to get a library card and come to the library. Director Braden also shared that Baker & Taylor, one of the book distributors we use often is now closing. We order a large number of books through them at a discount. At this time orders sent have been slow to arrive. It is expected that they will fully stop service in January 2026. Staff is working to redistribute orders to other vendors.

**6. President's Report:**

**a. Updated director evaluation form:** President Johnson presented the new evaluation form to the board. It is based on an evaluation form used in other libraries.

**7. Financial Reports:**

**a. Financial Reports:** Treasurer Hoffman presented the Revenue and Expenditure Report Period ending 9/30/25. The report shows we are slightly over in expenditures and that the current tax has not been posted.

**b. Warrant:** Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, second by Long** to approve the warrant in the amount of \$14,346.84 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

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

**9. Friends of the Library Report:** Mildred Alexander reported that a profit of \$239.00 was made at the Pumpkin Fest raffle. The group helped at a booth for one day at the Apple Fest in Huron Township. The Memorial Plaque has been put up in the library. The 5<sup>th</sup> Monday Game Night was held. The book sale is scheduled for October 23-25<sup>th</sup>. Teacher Book Give away is scheduled for November 13<sup>th</sup> from 2:30-4:30. Friends Christmas Party to be held December 14<sup>th</sup>. The Friends have approved \$110.00 for new Staff Shirts and \$300.00 to cover costs for the Holiday Bash-Petting Zoo to be held in December.

**10. Unfinished Business:**

**a: Update of penal fines:** Discussion was held, there is no new information to report.

**11. New Business:**

**a. Review/approve Display Policy: Motion by Hoffman, second by Abdo** to approve the Display Policy as Presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**b. Request for library closure Friday, December 26, 2025: Motion by Long, second by Abdo** to approve library closure Friday, December 26, 2025 to be in line with other City Buildings/offices. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**12. Adjournment: Motion by Hoffman, second by Long** to adjourn the meeting at 5:26 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

**Next Meeting: Monday, November 17, 2025 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary