

Romulus Public Library Board

Meeting Minutes

September 15, 2025

1. Call to Order: President Johnson called the meeting to order at 5:00 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 Hoffman, second by Abdo 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 Johnson, second by Long, to approve the minutes from the August 18, 2025 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

5. Communications:

a. Chamber of Commerce Membership Networking: This event will be held at the Library Thursday, September 25th from 5-7 p.m.

b. September is Library Card Sign-up Month: Free goodie bag for sign-ups and card renewals.

c. Pumpkin Festival library tent: Saturday September 20th 11 a.m.-5 p.m.

d. Huron Applefest library tent: Saturday October 4th 9 a.m.-7p.m.

6. President's Report: President Johnson reported that she is working on a new evaluation form for the board to use to evaluate the Library Director.

7. Financial Reports:

a. Financial Reports: Treasurer Hoffman presented the Revenue and Expenditure Report Period ending 8/31/25.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Abdo, second by Long** to approve the warrant in the amount of \$41,960.77 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. Intrafund Transfers: Motion by Long, second by Abdo to approve an intrafund transfer. To Increase Capital Outlay by \$215.00 and decrease Part-time salaries by \$215.00 to cover costs for final payment for 24/25 capital improvement project. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

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

a. Update on 2024/27 Strategic Plan: 2024/2025 goals have all been completed and some goals for 2025/2026 are already completed.

9. Friends of the Library Report: Mildred Alexander reported that there will be a Teacher Book Giveaway on November 13th 2:30-4:30 p.m. The group is also in the process of purchasing new signs to

advertise future book sales. 5th Monday Game Night will be held on September 29th from 5:30-7:30 p.m. The next book sale is October 23rd-25th. A Christmas party will be held on December 14th. The Friends group also donated 2 boxes of Books to the Garden City Hospital.

10. Unfinished Business:

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

11. New Business:

a. Approval of 2026 Closed Days- Friday, July 3, Independence Day Observed and Saturday, December 26th: **Motion by Hoffman, second by Long** to approve the 2026 closed days as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

b. Review/approve 2024/25 Annual Report: **Motion by Johnson, second by Abdo** to approve the 2024/2025 Annual Report as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. Review/approve updated Volunteer Policy: **Motion by Abdo, second by Johnson** to approve the updated Volunteer Policy as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

12. Adjournment: **Motion by Johnson, second by Hoffman** to adjourn the meeting at 5:31 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, October 20, 2025 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary