

Romulus Public Library Board

Meeting Minutes

November 17, 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.

**Guest:** Kathy Abdo, Mildred Alexander

**2. Approval of the Agenda. Motion by Hoffman, second by Lewkowicz** to approve the agenda as presented. **Yes-** 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 October 20, 2025 Board Meeting. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**5. Communications:** Director Braden shared an invitation to the Library Board to attend The City of Romulus Inaugural Ceremony on December 1, 2025.

**6. President's Report:**

**a. Dec 27: Motion by Long, second by Hoffman** to close the Library on December 27<sup>th</sup>. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

President Johnson also reported that the Library Contract with Huron Township is on the agenda for the December 10<sup>th</sup> Huron Township Board meeting.

**7. Financial Reports:**

**a. Financial Reports:** Treasurer Hoffman presented the Revenue and Expenditure Report Period ending 10/31/25. 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 Johnson, second by Lewkowicz** to approve the warrant in the amount of \$11,701.51 and to place the financial reports on file. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**8. Library Director's Report:** Director Braden presented a written report and it was reviewed. Director Braden shared information on Qualified Heavy Equipment Rental Personal Property Tax Revenue. Two new part time employees were hired and for the month of November the library is having a Food for Fines Campaign. She also reported that as of April 2027 Federal Regulations are requiring that our Website must be ADA Compliant. If the regulation remains as written we will have to have a new Website developed.

**9. Friends of the Library Report:** Mildred Alexander reported that a profit of \$594.00 was made at the recent Book Sale. The Friends have a new Facebook Account Administrator. The Teacher Book Giveaway on November 13<sup>th</sup> had a low turnout. A suggestion was made to check school calendars prior to setting a date for next year. The group is not renewing the Book Page magazine for 2026 due to low usage and cost. The group is decorating the library for the Holidays and will assist with the Holiday Bash on

December 13<sup>th</sup> and hold a Christmas Party for the Friends on December 14<sup>th</sup>, 3:00 at Artisan Reserve. A book sale is scheduled for January 29-31<sup>st</sup> 2026 and the group is considering holding a Bowling Fundraiser.

**10. Unfinished Business:**

**a: Update of penal fines:** There is no new information to report.

**11. New Business:**

**a. Request for library closure Friday, Dec 19, 9 a.m. – 1 p.m.: Motion by Johnson, second by Long** to close the library as requested for a Staff Christmas Party. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**b. Review/approve 2026 Library Board meeting dates: Motion by Lewkowicz, second by Long** to approve the Library Board meeting dates as presented. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion carried.

**12. Adjournment: Motion by Johnson, second by Hoffman** to adjourn the meeting at 5:57 p.m. **Yes-** Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

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

Minutes submitted by Candace Lewkowicz, Secretary