

Romulus Public Library Board

Meeting Minutes

February 9, 2026

**1. Call to Order:** President Johnson called the meeting to order at 1:04 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 Long, second by Johnson** to approve the minutes from the January 20, 2026 Board Meeting. **Yes-** Johnson, Lewkowicz, Long. Motion carried.

**5. Communications:** Director Braden reminded all Board Members, except the City Council Representative, that terms will be expiring on April 11, 2026. Please submit letter to the Mayor's Office if you would like to continue serving on the board.

**6. President's Report:** President Johnson informed the board members that Trustee Training is being offered online for free. Trustee training 101 will be on February 23<sup>rd</sup> and Trustee training 102 is on March 2<sup>nd</sup>. The training is from 11:00-12:30. President Johnson has emailed the information to board members on how to register for the Webinars.

**7. Financial Reports:**

**a. Financial Reports:** Director Braden presented the Revenue and Expenditure Report Period ending 1/31/2026. The report shows that the current Tax has been posted.

**b. Warrant:** Director Braden presented the warrant. **Motion by Lewkowicz, second by Long** to approve the warrant in the amount of \$19,293.36 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 two Intrafund Transfers. To Increase Long-Short Term Disability by \$1,050.00 and Decrease Rental Expense by \$1,050.00 to cover the costs for Long-Short Term Disability through 6/30/2026. To Increase Postage by \$150.00 and Decrease Education, Training by \$150.00 to cover costs for postage through 6/30/2026. **Yes-** Johnson, Lewkowicz, Long. Motion carried.

**8. Library Director's Report:** Director Braden presented a written report and it was reviewed. She also highlighted that Staff In-Service training was held and that the Safety Plan was reviewed and there was a Power Point Presentation on Library Safety.

**9. Friends of the Library Report:** Mildred Alexander reported that the Book Sale held January 29-31 had a profit of \$629.25. They are looking into selling books on E-bay. There will be a 5<sup>th</sup> Monday Game Night on March 30<sup>th</sup>. The group is renewing their membership to the Romulus Chamber of Commerce and The Friends of Michigan Libraries.

**10. Unfinished Business:**

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

**11. New Business:**

**a. Review/approve 2026/2027 Preliminary Budget: Motion by Johnson, second by Long** to approve the 2026/27 Preliminary Budget as presented. **Yes-** Johnson, Lewkowicz, Long. Motion carried.

**b. Review/approve updated Library Safety Plan: Motion by Johnson, second by Long** to approve the updated Library Safety Plan as presented. **Yes-** Johnson, Lewkowicz, Long. Motion carried.

**c. Review/approve 2024-2025 State of the Library: Motion by Johnson, second by Lewkowicz** to approve the 2024-25 State of the Library as presented. **Yes-** Johnson, Lewkowicz, Long. Motion carried.

**12. Adjournment: Motion by Johnson, second by Long** to adjourn the meeting at 2:37 p.m. **Yes-** Johnson, Lewkowicz, Long. Motion Carried.

**Next Meeting: Monday, March 16, 2026 5:00 p.m.**

Minutes submitted by Candace Lewkowicz, Secretary