

Romulus Public Library Board

Meeting Minutes

March 16, 2026

1. Call to Order: President Johnson called the meeting to order at 5:01 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 Long, 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 Long, second by Johnson to approve the minutes from the February 9, 2026 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

5. Communications: None

6. President's Report: President Johnson and Director Braden met with the new H.R. Director for the City of Romulus to introduce themselves and they are looking forward to working with him. Director Braden and President Johnson attended the State of the Library address given to Huron Township.

7. Financial Reports:

a. Financial Reports: Treasurer Hoffman presented the Revenue and Expenditure Report Period ending 2/28/2026. The report shows that we are slightly under in expenditures and that 94% of revenues are posted.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, second by Long** to approve the warrant in the amount of \$11,913.49 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. Intrafund Transfers: Motion by Johnson, second by Hoffman to approve three Intrafund Transfers. To Increase Healthcare Waiver by \$3,000.00 and Decrease Health Insurance by \$3,000.00 to cover costs for healthcare waiver through 6/30/26. To Increase Compensated Absences by \$1,000.00 and decrease Part-time Salaries by \$1,000.00 to cover costs for compensated absences through 6/30/26. To Increase Building Maintenance by \$6,000.00 and Decrease Part-time Salaries by \$6,000.00 to cover building maintenance costs through 6/30/26. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

8. Library Director's Report: Director Braden presented a written report and it was reviewed. She also highlighted that she presented the State of the Library to Romulus City Council and to the Huron Board of Trustees. A new Youth Services Librarian has been hired and will begin in March.

9. Friends of the Library Report: Mildred Alexander reported that there have been purchase requests totaling \$1,896.00 from library staff that have been approved. The sales of books to Goodwill have made a profit of \$1,975.00 and \$55.00 for books sold at The Redford Theater. Fundraisers are in the planning stage. 5th Monday Game night will be held on March 30th from 5:30-7:30 all are welcome. The next book sale is May 28-30 and \$350.00 has been spent to purchase new signs to advertise the book sales.

10. Unfinished Business:

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

b. Review/approve 2026/27 Budget: Motion by Abdo, second by Hoffman to approve the budget as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. Huron Township contract: Discussion held. President Johnson will contact the Township Supervisor to set up a meeting date to discuss a new contract.

11. New Business:

a. Library Board meeting date/time: Next year the February meeting date will be held the 1st Monday of the month to facilitate the preliminary budget being submitted to the City of Romulus in a timely manner.

b. Review/approve updated Dress Code Policy: Discussion held. **Motion by Johnson, second by Long** to approve the updated Dress Code Policy. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

12. Adjournment: Motion by Johnson, second by Long to adjourn the meeting at 6:05 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, April 20, 2026 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary