

Romulus Public Library Board

Meeting Minutes

April 21, 2025

1. Call to Order: President Johnson called the meeting to order at 5:03 p.m.

Present: Kathy Abdo, Debra Hoffman, Jennifer Johnson, Candace Lewkowicz. Director Patty Braden.

Absent: Emery Long **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. Motion carried.

3. Public Comment: None

4. Approval of the Minutes: Motion by Hoffman, second by Johnson, to approve the minutes from the March 17, 2025 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

5. Communications:

a. Thank you: National Library Week April 6-13, 2025; National Library Workers Day Tues, April 8, 2025: Director Braden delivered a Thank You card signed by all the staff to the Board thanking the board for the snacks and cookies provided to the staff to celebrate National Library Week and National Library Workers Day.

b. Google review: Director Braden shared a google review posted on google complimenting the great items our library has.

c. Volunteers needed for SRP Kickoff, June 18, 2025: Director Braden shared a sign-up sheet to volunteer to help at the Summer Reading Kickoff.

6. President's Report: None

7. Financial Reports:

a. Financial Reports: The financial report for the Period Ending 3/31/25 was presented. Revenues are over budget, and expenditures are under budget.

b. Warrant: The warrant was reviewed in the amount of \$26,693.30.

c. Intrafund Transfer: Motion by Hoffman, second by Abdo to increase Heating and Cooling by \$1,810.00 and decrease Part-time Salaries by \$1,810.00. To cover costs for Heating and Cooling Contract costs through FY 24/25, to approve the warrant in the amount of \$26,693.30, and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

8. Library Director's Report: Director Braden provided a written report and it was reviewed. Director Braden stated that she attended the Romulus City Council Meeting and that the budget review and State of the Library presentation went well. Director Braden will be attending the Huron Township Board meeting on April 23rd at 6:30 p.m. to present The State of the Library to the new board.

9. Friends of the Library Report: Mildred Alexander reported that the April 3rd -5th Booksale went well and a profit of \$925.00 was made. The next sale will be in July. A Silent Auction is planned for May 31st. 5th Monday Game Night was held on March 31st with good attendance. The Friends group will attend the RHS Prom Toast on May 22nd. The group donated lunch for the Staff for National Library Week. The group has approved \$350.00 to be used for gift cards to present to staff on employment anniversary dates. They are planning to purchase a plaque in memory of Tammy Garrison and Marie Charles. The group will also participate in the Summer Reading Kickoff on June 18th.

10. Unfinished Business:

a. Review/approve Library Board Bylaws: Motion by Johnson, second by Lewkowicz to approve the Library Board Bylaws as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried.

11. New Business:

a. Review/approve Updated Circulation Policy: Motion by Hoffman, second by Abdo to approve the updated Circulation Policy as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion carried

12. Adjournment: Motion by Johnson, supported by Abdo to adjourn the meeting at 5:27 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz. Motion Carried.

Next Meeting: Monday, May 19, 2025 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary