

Romulus Public Library Board

Meeting Minutes

August 17, 2026

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, Emery Long. **Excused:** Director Patty Braden **Guest:** Mildred Alexander

2. Approval of the Agenda: Motion by Abdo, second by Long to approve the agenda as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

3. Public Comment: None

4. Approval of Minutes: Motion by Johnson, second by Long to approve the minutes from the July 20, 2026 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

5. Communications: None

6. President's Report: President Johnson reported that she and Treasurer Hoffman met with the Mayor, Chief of Staff, and the HR Director regarding the Library Directors Salary, Penal Fines, and the Contract with Huron Township. Prior to the meeting they had gathered more information and sent it so questions could be answered. In the future we will provide any salary increases to the HR Director prior to implementation.

7. Financial Reports:

a. Financial Reports: Treasurer Hoffman presented the Revenue and Expenditure Report Period ending 6/30/2026 and the report for Period ending 7/31/2026. The report shows that we have a good Fund Balance.

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Johnson, second by Long** to approve the warrant in the amount of \$27,037.20 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. 2025/2226 Year End Intrafund Transfers: Motion by Hoffman, second by Long to approve two Intrafund Transfers. To Increase Misc. Expense-Donations by \$300.00 and Decrease Education, Training by \$300.00 to cover costs for Misc. Expense-Donations through 6/30/26. To Increase Utilities by \$380.00 and Decrease Education, Training by \$380.00 to cover costs for Utilities through 6/30/26. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

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

9. Friends of the Library Report: A used book sale was held July 23-25th with a profit of \$344.55. Some members will participate in the Michigan Friends Seminar on September 25th in Novi. For the Pumpkin Festival the group will have a raffle for a wagon with a chair. There will also be a Teacher Book Giveaway in November and a Bowling Event is in the planning stages.

10. Unfinished Business:

a: Update on penal fines: None

11. New Business:

a. Review/approve 2027 Library Closures: Friday, Feb 5 (Staff In-Service Training), Friday June 18 (Juneteenth Observed), Monday, July 5 (Independence Day Observed), Monday Dec 27 (Christmas Day Observed): Motion by Abdo, second by Long to approve the Library Closures as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

b. Review/approve revised Patron Responsibilities and Conduct Policy: Motion by Hoffman, second by Abdo to approve the revised Patron Responsibilities and Conduct Policy as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

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

13. Adjournment: Motion by Johnson, second by Long to adjourn the meeting at 5:40 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, September 21, 2026 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary