

Romulus Public Library Board

Meeting Minutes

July 20, 2026

1. Call to Order: President Johnson called the meeting to order at 5:00 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 Hoffman, 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 Long, second by Abdo to approve the minutes from the June 15, 2026 Board Meeting. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

5. Communications: Director Braden shared that she watched a Webinar on Intellectual Freedom and Library Policies. She recommends that board members watch it if we are able.

6. President's Report: President Johnson reported that she is in communication with city officials regarding salaries, penal fines, and the Huron Township Contract.

7. Financial Reports:

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

b. Warrant: Treasurer Hoffman presented the warrant. **Motion by Lewkowicz, second by Abdo** to approve the warrant in the amount of \$18,887.08 and to place the financial reports on file. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

c. Intrafund Transfer: Motion by Hoffman, second by Johnson to approve two Intrafund Transfers. To Increase Retiree Benefits by \$700.00 and Decrease Education, Training by \$700.00 to cover costs for Retiree Benefits through 6/30/26. To Increase Utilities by \$2,000.00 and Decrease Electronic Resources by \$2,000.00 to cover costs for Utilities through 6/30/26. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

8. Library Director's Report: Director Braden presented a written report and it was reviewed. She highlighted that 2nd Quarter staff anniversaries were recognized as well as recent staff birthdays. The Library participated in the 4th Annual Juneteenth Celebration and that 54 of 73 Strategic Plan Goals have been met. (74% of goals completed after two years of a three-year plan)

9. Friends of the Library Report: A used book sale will be held July 23-25th. A Profit of \$11.00 was made at the book sale held during Summer Reading Kickoff. On July 8th a Bake Sale was held during the Raptor Program and a Profit of \$100.00 was made. During the Juneteenth Celebration a book sale made \$25.00. A basket was donated to the Romulus Chamber of Commerce for their Golf Outing. 5th Monday Game Night was held June 29th. The group is planning to purchase chairs for use during events. The group will spend \$100.00 on a raffle item to be raffled during The Pumpkin Festival.

10. Unfinished Business:

a: Update on penal fines: We have been advised by the current City Attorney to continue with the same strategy as Steve Hitchcock, Former City Attorney advised. He will contact us if we need a new strategy. We are still waiting for the Independent Audit we requested.

11. New Business:

a. Review/approve Public Relations, Media and Photography Policy: Motion by Hoffman, second by Abdo to approve the Public Relations, Media, and Photography Policy as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

b. Review/approve Collection Development Policy: Motion by Johnson, second by Abdo to approve the Collection Development Policy as presented. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion carried.

13. Adjournment: Motion by Long, second by Johnson to adjourn the meeting at 5:56 p.m. **Yes-** Abdo, Hoffman, Johnson, Lewkowicz, Long. Motion Carried.

Next Meeting: Monday, August 17, 2026 5:00 p.m.

Minutes submitted by Candace Lewkowicz, Secretary