### CALL TO ORDER

President Brian Steimel called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: John Barr, Brian Steimel, Kimberly Grover, Patricia Horne McGee, Courtney Geil, and Jean Winborn.

Trustees Absent: Kay Williams

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Kelly Scott, YDL – MI Ave. Teen Librarian, Business Office Manager Diane Schrag and Layton & Richardson Auditor Luke Downing.

**APPROVAL OF THE AGENDA**

Trustee Barr moved to approve the meeting agenda with the following deletions and Trustee Geil supported this motion.

* Introduction of new staff
* New Business “D” resolution to establish a new Key Bank account for FSA funds.

Vote: Ayes: Grover, Barr, McGee, Winborn, Geil, and Steimel.

Nays: None

Motion passed.

**PUBLIC COMMENT -** none

**Presentation: FY 2017 Audit by Luke Downing, Layton & Richardson**

### CONSENT AGENDA

Trustee Geil moved to approve the consent agenda [January 24, 2018 Annual Meeting Minutes, and January 2018 Financials and Check Register] with the following corrections.

* Heather Gerald-Roe to Heather Jarrell-Roe
* Page 2, co-char to co-chair
* Financial heading from year 2087 to year 2018

Trustee Grover supported this motion.

Vote: Ayes: Grover, Barr, McGee, Winborn, Geil, and Steimel.

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Finance Committee: No report
* Personnel Committee: No report
* Policy Committee: Committee meeting will be scheduled, policies have been reviewed by YDL attorney. Recommendation should be presented at March board meeting.
* FOL Library Report: Trustee McGee reported the following from the Feb. 26, 2018 meeting
  + Discussion regarding the “Gala” on June 8th and “Shredding Day” on April 28th.
  + Posters highlighting FOL contributions
  + Volunteer “thank you” potluck on April 10th
  + FOL will have a “basket” for auction at the Gala
  + Planning FOL 60th anniversary
* Fund Development Committee: Director Hoenig reported on the following items.
  + Next meeting is March 8th
  + $500 sponsorship received from CVB.
  + Trustee Geil requests updates from the meetings as she is unable to attend
  + Trustee McGee was just appointed to this committee
  + Goal YDL 150th year Gala is $40,000
* Negotiations Committee: Chris Trebilcock is leaving Miller Canfield for Clark Hill. YDL will continue with Chris/Clark Hill for the time being.

**REPORT OF THE LIBRARY DIRECTOR**

In addition to submitted Director’s report, Director Hoenig relayed the following:

* Adult Services furniture rearrangement planned with goal of putting computers closer together and closer to staff assistance.
* YDL – Mi. Ave. men’s bathroom window broken and will be repaired by Harmon/Glass Doctor
* YDL – MI. Ave. teen issues discussed with the police chief and Ozone House
* April 10th Volunteer pot-luck lunch 12:00-2:00 p.m. will be held in the garage
* April 14th, the YDL fleet will be on display. “Touch a truck event” featuring the bookmobile, newly wrapped Flex, and the trike. YDL will be expressing appreciation to Bank of Ann Arbor and Gene Butman Ford for their contributions to acquiring the Flex.
* Shredding Day is planned for April 28th.
* 150th year Gala planned for June 8th.
* September 8th will be all locations celebration of 150Th anniversary.
* ALICE training last held June 2016.
* MUG stands for MI User’s group sponsored by SirsiDynix

**OLD BUSINESS**

**NEW BUSINESS**

1. Acceptance of the 2017 audit report

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-3

February 28, 2018

RESOLUTION TO ACCEPT THE FISCAL YEAR 2017 AUDIT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2017 as presented are accepted.

OFFERED BY: Courtney Geil

SUPPORTED BY: O Jean Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

1. Resolution to approve MCACA grant application submission

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-4

February 28, 2018

RESOLUTION TO APPROVE THE SUBMISSION OF 2018 MCACA NEW LEADERS GRANT APPLICATION

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2018 New Leaders grant application presented by Teen Librarian Kelly Scott is approved for submission to the Michigan Council for Arts and Cultural Affairs.

OFFERED BY: O. Jean Winborn

SUPPORTED BY: Kimberly Grover

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

1. Approval of EnvisionWare equipment purchase: Kiosk case controllers

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-5

February 28, 2018

RESOLUTION TO PURCHASE ENVISIONWARE KIOSK CASE CONTROLLERS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the Ypsilanti District Library Board of Trustees approved the purchase of EnvisionWare software and equipment as described on quotes provided at the November 30, 2017 meeting, and

Whereas, the quotes inadvertently did not include case controllers for the EnvisionWare kiosks, and

Whereas, case controllers are desired, and

Whereas, in the spirit of forwarding our business relationship, EnvisionWare has offered to provide the case controllers a discounted price, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the EnvisionWare case controllers as described on the attached quote be purchased for an amount not-to-exceed $8,200.

OFFERED BY: Kimberly Grover

SUPPORTED BY: Patricia Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

**BOARD MEMBER COMMENTS**

|  |  |
| --- | --- |
| **Trustee** | **Comment** |
| Courtney | No comment |
| Jean | Added to Johns comments regarding Elijah McCoy, coloring book being produced. |
| Brian | Thank you all! |
| Kay | Absent |
| Kimberly | No comment |
| Patricia | No comment |
| John | Comments regarding Elijah McCoy. Famous inventions, YDL could do a tribute during Black History month. |
| Lisa | Need to establish a business checking account for FSA funds will be back next month |

# Adjournment

Trustee Barr moved to adjourn at 7:35. Trustee Geil seconded this motion.

Vote: Ayes: Grover, Barr, McGee, Winborn, Geil, and Steimel.

Nays: None

Motion passed.