Ypsilanti District Library  
YDL Special Board Meeting, November 8, 2018  
6:30 pm, YDL – Whittaker Rd. Community Room

AGENDA

<table>
<thead>
<tr>
<th>Call to Order</th>
<th>Information</th>
<th>Discussion</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Roll Call</td>
<td></td>
<td></td>
<td>🔄 🔄 X</td>
</tr>
<tr>
<td>Barr</td>
<td></td>
<td></td>
<td>🔄 🔄 X</td>
</tr>
<tr>
<td>Williams</td>
<td></td>
<td></td>
<td>🔄 🔄 X</td>
</tr>
<tr>
<td>Steimel</td>
<td></td>
<td></td>
<td>🔄 🔄 X</td>
</tr>
<tr>
<td>Grover</td>
<td></td>
<td></td>
<td>🔄 🔄 X</td>
</tr>
<tr>
<td>Geil</td>
<td></td>
<td></td>
<td>🔄 🔄 X</td>
</tr>
<tr>
<td>McGee</td>
<td></td>
<td></td>
<td>🔄 🔄 X</td>
</tr>
</tbody>
</table>

Approval of agenda 🔄 🔄 🔄

Public Comment

Approval of minutes from 10/24/18 regular Board meeting 🔄 🔄 🔄

 Approval of revised L-4029 Tax Rate Request forms 🔄 🔄 🔄

Adjournment 🔄 🔄 🔄
CALL TO ORDER
President Brian Steimel called the Regular Meeting to order at 6:32 p.m.

Attendance
Trustees Present: John Barr, Brian Steimel, Kay Williams, Jean Winborn, Kimberly Grover and Courtney Geil
Trustees Absent: Patricia Horne McGee

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower and Candidate for the Library Board of Trustees Theresa Maddix

APPROVAL OF THE AGENDA
Trustee Grover moved to approve the meeting agenda and Trustee Williams supported this motion.

Vote: Ayes: Williams, Steimel, Winborn, Barr, Geil, Grover
      Nays: None
Motion passed.

PUBLIC COMMENT
NONE

CONSENT AGENDA
Trustee Williams moved to approve the consent agenda (September 26, 2018 Meeting Minutes, and September 2018 Financials and Check Register) with the following correction:

• Brain to Brian

Trustee Barr supported this motion.

Vote: Ayes: Williams, Barr, Winborn, Steimel, Geil, Grover
      Nays: None
Motion passed.

COMMUNICATIONS
Included in the board packet is library board candidate information from the League of Women voters. There are also two articles on TEDx.

COMMITTEE REPORTS

- Finance Committee: We met last week and went over the proposed budget. This budget includes everything we need to do for the upcoming year. We can add or take away based on the millage results. Committee recommends this proposed budget be adopted.
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: No report
- Fund Development Committee: No report
- Negotiations committee: No report
- Superior Township planning: If the millage request is successful we would like to hit the ground running on our Superior building project. Discussion of engaging a construction attorney and the selection and confirmation of our architect. The board expressed interest in presentation from construction attorney in November.
REPORT OF THE LIBRARY DIRECTOR

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

 Millage Post card mailing to 9,000 households in the YCS district. A flier will go home in the backpack mail of students at Lincoln.
 People have been asking where the new Superior library will be located. There is now a big bright sign on Harris rd. in front of the property where the new library will be built.
 There will be an article on MLive regarding the millage. I was also interviewed by a reporter from WEMU. That story should be on the radio on Monday and online.
 We got the United Way Opportunity Grant renewed for the benchmarking field trips for YCS students. We learned a lot in our first year. Tenth grade trips are about to start.
 Halloween downtown /Ypsi Glow is Friday night. The “Boo! Mobile”, will be there. Michigan Avenue teens have also created a gigantic monster spider for the event. I will be at Estabrook elementary dressed as Winnie the Pooh handing out candy at a Trunk or Treat.
 The new photocopiers are being installed.
 September was library card sign up month. We had that big push this year from our 150 donors to support 150 new library sign ups. We had 101 more than last year. I am very pleased with the results!

OLD BUSINESS

None

NEW BUSINESS

A. Review of FY 2019 draft budget, Director Hoenig touched on the following items:
   ● Budget is plain and is close to being one for one; expenses to revenues.
   ● Projects that we want to undertake if millage is successful will stay and we will add more. If we are not successful we will take things out.
   ● We did get the health quotes in a timely way this year so I feel this will be what you will see at the November meeting to approve.

B. Schedule public hearing for FY 2019 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-19

October 24, 2018

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED LIBRARY BUDGET FOR THE 2019 FISCAL YEAR

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and
Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and Whereas, the Library’s 2019 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2019 fiscal year will be held at 6:15 p.m. on Wednesday, November 28, 2018.

OFFERED BY: Jean Winborn
SUPPORTED BY: Kay Williams
YES: 6          NO:     0        ABSENT:   1     VOTE: 6-0

C. 2019 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-20

October 24, 2018

RESOLUTION TO ESTABLISH A SCHEDULE OF 2019 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2019 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2019 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Courtney Geil
SUPPORTED BY: Kimberly Grover
YES: 6          NO:     0        ABSENT:   1     VOTE: 6-0
## Ypsilanti District Library
### 2019 Holiday & Closing Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOLIDAY NAME</th>
<th>DAY/WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2019</td>
<td>New Year’s Day</td>
<td>Tuesday</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td><strong>Martin Luther King Day</strong></td>
<td>Monday</td>
</tr>
<tr>
<td>February 18, 2019</td>
<td>Presidents’ Day</td>
<td>Monday</td>
</tr>
<tr>
<td>April 21, 2019</td>
<td>Easter Sunday</td>
<td>Sunday</td>
</tr>
<tr>
<td>May 26, 2019</td>
<td>Sunday Preceding Memorial Day</td>
<td>Sunday</td>
</tr>
<tr>
<td>May 27, 2019</td>
<td>Memorial Day</td>
<td>Monday</td>
</tr>
<tr>
<td>May 31, 2019</td>
<td>YDL Annual In-service</td>
<td>Friday</td>
</tr>
<tr>
<td>July 4, 2019</td>
<td>Independence Day</td>
<td>Thursday</td>
</tr>
<tr>
<td>September 1, 2019</td>
<td>Sunday Preceding Labor Day</td>
<td>Sunday</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Labor Day</td>
<td>Monday</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>Veterans Day</td>
<td>Monday</td>
</tr>
<tr>
<td>November 27, 2019</td>
<td>Thanksgiving Day Eve (5:00 pm closing)</td>
<td>Wednesday</td>
</tr>
<tr>
<td>November 28, 2019</td>
<td>Thanksgiving Day</td>
<td>Thursday</td>
</tr>
<tr>
<td>December 24, 2019</td>
<td>Christmas Eve</td>
<td>Tuesday</td>
</tr>
<tr>
<td>December 25, 2019</td>
<td>Christmas Day</td>
<td>Wednesday</td>
</tr>
<tr>
<td>December 31, 2019</td>
<td>New Year’s Eve</td>
<td>Tuesday</td>
</tr>
<tr>
<td>January 1, 2020</td>
<td>New Year’s Day</td>
<td>Wednesday</td>
</tr>
<tr>
<td>January 20, 2020</td>
<td><strong>Martin Luther King Day</strong></td>
<td>Monday</td>
</tr>
</tbody>
</table>

**Bold indicates Paid Holiday**

** Indicates that Library is OPEN, floating holiday, all other days listed Library is CLOSED except for Thanksgiving Day Eve, library closes at 5:00 pm.
D. Consideration of scheduling a December Board meeting
   • Would like current Trustees that will be leaving this year to wrap up loose ends such as the budget revision based on what we learn on Election Day.
   • President will call a special meeting December 12th at 6:30 p.m.

E. Resolution thanking the Friends of YDL for 60 years of generous support

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-21

October 24, 2018

RESOLUTION TO HONOR AND THANK
THE FRIENDS OF THE YPSILANTI DISTRICT LIBRARY

WHEREAS, the Friends of the Ypsilanti District Library was founded in 1958 to help the Ypsilanti Library serve the people of the Ypsilanti area, and

WHEREAS, during the ensuing 60 years these hardworking volunteers have maintained a book store, held book sales and other fundraisers to provide extra revenue to augment Library services and programs, and

WHEREAS, some of many programs the Friends have generously supported include summer reading, the library newsletter, community reads, youth and adult concerts, Ypsi Song Fest, Text and Learn for Kindergarten, touring exhibits such as Forever Free, The Greatest Generation, and Coney Island, and Learning Never Gets Old, and,

WHEREAS, the Friends helped renovate the Michigan Avenue Park Plaza, annually support a staff in-service day, and helped YDL rebrand its image, and

WHEREAS, the Friends have always been there when help was needed,

NOW, THEREFORE BE IT RESOLVED, that the Ypsilanti District Library Board of Trustees hereby congratulates the Friends of the Ypsilanti District Library on sixty years of service to the Library and the Ypsilanti community, and thanks them for helping make Ypsilanti a grand place to live and learn.

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board of Trustees hopes that the Friends of the Library will continue to serve our community for another sixty years. We need and appreciate all that they do for us.

OFFERED BY: Kimberly Grover
SUPPORTED BY: Kay Williams
YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0
F. Discussion of Director evaluation process
   • Trustee Steimel will distribute the evaluation and feedback form that was used last year by Friday, Oct. 26, 2018
   • Completed forms are due back to Trustee Winborn by Nov. 16, 2018 for tabulation
   • Evaluation will take place at regular meeting Nov. 28th at the end of the meeting in closed session.

G. Closed session to discuss collective bargaining negotiations

Adjournment to closed session
Barr moved to adjourn to closed session to discuss collective bargaining negotiations at 7:21 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: Grover, Barr, Steimel, Geil, Williams and Winborn
     Nays: None
     Motion passed.

Regular meeting reconvened
Barr moved to adjourn the closed session and return to the regular meeting at 7:37 p.m. Trustee Williams seconded this motion.

Vote: Ayes: Williams, Grover, Steimel, Geil, Barr and Winborn
     Nays: None
     Motion passed.

H. Approval of MOU to extend the AFSCME union contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-22

October 24, 2018

RESOLUTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING TO EXTEND THE AFSCME UNION CONTRACT

__________________________

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Memorandum of Understanding to extend the AFSCME Union contract through March 31, 2019 is approved as presented.

OFFERED BY: Jean Winborn
SUPPORTED BY: Courtney Geil

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

Ypsilanti District Library Board of Trustees ("the Library") and Local 3451, Chapter 16, Council 25 of the American Federation of State, County and Municipal Employees (AFL-CIO) ("Union"), hereby agree to a successor collective bargaining agreement effective from November 30, 2018 through March 31, 2019, at 11:59 p.m., at which time the contract shall expire unless a new agreement is reached and approved by the parties prior to that date. The Library and the Union hereby also agree to the following terms and conditions during the term of this Agreement:

1. All term and conditions of the December 15, 2015 — November 30, 2018 collective bargaining agreement, attached hereto, shall remain in effect during the term of this Agreement.

2. The Library and the Union agree to schedule contract negotiations for a successor agreement on the first mutually agreeable date that occurs after the first regularly scheduled meeting of the Library in 2019, but no later than February 8, 2019.

This Agreement is effective October 25, 2018 and shall continue in full force until March 31, 2019, at 11:59 p.m.

FOR THE UNION

By: ___________________________ Date: ___________________________

______________________________

______________________________

FOR THE LIBRARY

By: ___________________________ Date: ___________________________
BOARD MEMBER COMMENTS

<table>
<thead>
<tr>
<th>Trustee</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtney</td>
<td>I am looking forward to those postcards going out. It will clear up misconceptions about what the millage is going to support.</td>
</tr>
<tr>
<td>Jean</td>
<td>No comment</td>
</tr>
<tr>
<td>Brian</td>
<td>If you follow any of the Ypsilanti discussion groups on Facebook the language on the ballot has come up a couple of times. People have been very straight forward in pulling educational stuff from the libraries website. This has calmed the discussion.</td>
</tr>
<tr>
<td>Kay</td>
<td>I have been working with the advocacy committee and they seem to be doing a very good job. They seem very enthusiastic in getting things out for the election.</td>
</tr>
<tr>
<td>Kimberly</td>
<td>Angie, our friend Bridget and I are doing an informational meeting Sunday afternoon about the millage. We are hoping for a good turnout of people who have questions.</td>
</tr>
<tr>
<td>Patricia</td>
<td>Absent</td>
</tr>
<tr>
<td>John</td>
<td>I am pleased with the work on the front entry with the sealing of the pavement. I was impressed with the turnaround on the work being done. Ypsilanti is a wonderful place to live and the library and EMU contribute a lot to that. My wife and I went to the theater at EMU to see a professional production, musical, comedy; She Loves Me, and it was only 14 dollars. We have a wonderful asset there. I would encourage anyone who likes the theater to watch what is happening at EMU.</td>
</tr>
<tr>
<td>Lisa</td>
<td>Staff has been telling me they are hearing positive comments and what I have been hearing is positive as well. We can’t count our chickens because we are only talking to those who come here, but it seems to be quiet and no negative talk. If we are successful on 11/6 the president will call a special meeting on Thurs 11/8. It will be a 5 minute meeting to approve the revised L-4029 forms and then we will celebrate. Stay tuned and vote.</td>
</tr>
</tbody>
</table>

Adjournment

Trustee Williams moved to adjourn at 7:46 p.m. Trustee Barr seconded this motion.

Vote:  Ayes: Williams, Winborn, Barr, Steimel, Geil and Grover
      Nays: None
      Meeting Adjourned
WHEREAS the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

WHEREAS voters in the Library District approved a new millage of .7 mills to be levied beginning in December, 2018, requiring a revision to the 2018 L-4029 Tax Rate Request forms,

NOW THEREFORE,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The revised 2018 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: ____________________________________________________________

SUPPORTED BY: __________________________________________________________

YES:   NO:   ABSENT:   VOTE:
**IMPORTANT:** See instructions on page 2 regarding where to find the mileage rate used in column (g).

<table>
<thead>
<tr>
<th>For Commercial, Residential, Agricultural, and Industrial</th>
</tr>
</thead>
</table>
| Permitted Expenditure | Permitted Expenditure

**Prerequisite:**

- For permits in column (a), the requirements of MCL 211.4 are not to be exceeded (HHS/DEP, 2014).
- Permits to exceed (HHS/DEP, 2014).
- Permits to exceed (HHS/DEP, 2014).
- Permits to exceed (HHS/DEP, 2014).

| Field Name | Field Name
| --- | ---
| Name | Name
| Signature | Signature

**CERTIFICATION:** As the representative of the local government, I am aware of the requirements for the local government and entered the data for the local government. I understand the necessity to comply with the requirements of MCL 211.4 and I do not exceed the required limits.

| Date | Date
| --- | ---
| 11/7/18 | 11/7/18

| Expense Category | Expense Category
| --- | ---
| 12345 | 12345
| 6789 | 6789
| 12345 | 12345
| 6789 | 6789

**Library Director**

Proposed by:

Approved by:

| Field Name | Field Name
| --- | ---
| Name | Name
| Signature | Signature

**Ypsilanti District Library/City of Ypsilanti**

Local Government (LGP) Operating Amnesty Program

| Fiscal Year | Fiscal Year
| --- | ---
| 2018 | 2018

**Certified by:**

- For local governments, the requirements of MCL 211.4 are not to be exceeded (HHS/DEP, 2014).

**Wasteaway**

This form must be completed for each unit of government for which a property tax is levied. Failure for non-refunds is provided under MCL 211.4 and the following tax rates have been:

| Tax Rate Per $1000 | Tax Rate Per $1000
| --- | ---
| 3.72 | 3.72

**2018 Tax Rate Request (This Form Must be Completed and Submitted on or Before September 30, 2018)**

**Note:** For local governments, the requirements of MCL 211.4 are not to be exceeded (HHS/DEP, 2014).
**IMPORTANT:** See instructions on page 2 regarding where to find the mileage rate used in column (g).

### Library Director

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Phone Number</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Stember</td>
<td>1/17/18</td>
<td>740-87-1300</td>
<td>740-87-1300</td>
</tr>
</tbody>
</table>

### Certification:

1. Certification: As the representative of the local government, I hereby certify that these expenses are for medical services.

2. Date: 1/17/18

3. Signature: [Signature]

---

### Notice:

This form must be completed by each city/town government for which a property tax is levied. Filing for non-filing is required under MCL Sec 211.118. The following tax rates have been established by the local government:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local School District</td>
<td>1.4946</td>
</tr>
<tr>
<td>Hospital</td>
<td>0.000</td>
</tr>
<tr>
<td>Police</td>
<td>0.000</td>
</tr>
<tr>
<td>Fire</td>
<td>0.000</td>
</tr>
<tr>
<td>Parks</td>
<td>0.000</td>
</tr>
</tbody>
</table>

The total tax bill is calculated as follows:

\[
\text{Total Tax Bill} = \text{Property Value} \times \left( \frac{\text{Rate\ for\ Local\ School\ District} + \text{Rate\ for\ Hospital} + \text{Rate\ for\ Police} + \text{Rate\ for\ Fire} + \text{Rate\ for\ Parks}}{100} \right)
\]
**IMPORTANT:** See instructions on Page 2 regarding where to find the mileage rate used in column (g).

The form must be completed for each unit of government for which a property is levied. Penalty for non-filing or under-filing is provided under MCL Sec 211.13. The following taxes have been

<table>
<thead>
<tr>
<th>Library Director</th>
<th>73.4879-1300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Lisa Hocking</td>
</tr>
</tbody>
</table>

**38.92(1) a)** To comply with MCL Secs 211.72 and 211.74, and for local taxing units, a minimum levy for local school district operating (local school district required by law) is necessary for any property taxes levied by taxing units other than school districts. Local school districts for the fiscal year beginning July 1, 2018, are required to file a request for operating levy with the county clerk. If the request is not filed as required by law, the request is deemed to have been filed.

**REQUEST FOR OPERATING LEVY:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Levy Rate</th>
<th>Total Levy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>3.741</td>
<td>1,000.00</td>
</tr>
<tr>
<td>1.4946</td>
<td>689.96</td>
<td>1,000.00</td>
</tr>
<tr>
<td>1.4946</td>
<td>689.96</td>
<td>1,000.00</td>
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</tr>
<tr>
<td>1.4946</td>
<td>689.96</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

**2018 TAX RATES REQUEST**

This form must be completed and submitted on or before September 30, 2019.