

Ypsilanti District Library
Board of Trustees
Minutes, November 28, 2018 (Approved)
Budget Hearing

CALL TO ORDER

President Brian Steimel called the Budget Hearing to order at 6:15 p.m.

Attendance

Trustees Present: John Barr, Brain Steimel, Kay Williams, Kimberly Grover, Patricia Horne McGee and Courtney Geil (arriving 6:17)

Trustees Absent: Jean Winborn

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda. Trustee Barr supported this motion.

Vote: Ayes: Barr, Williams, Steimel, Grover, McGee

Nays: None

Motion passed.

PUBLIC COMMENT

None

Adjournment

Trustee Williams moved to adjourn at 6:18 p.m. Trustee Barr supported this motion.

Vote: Ayes: Barr, Grover, Williams, McGee, Steimel, Geil

Nays: None

Motion passed.

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CALL TO ORDER

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

Attendance

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Harvey Berman, construction attorney, Bodman PC, Alex Dieck, real estate attorney, Bodman PC, community members Kristy Cooper, Bethany Kennedy, Theresa Maddix, and Bob Sullivan

APPROVAL OF THE AGENDA

Trustee McGee moved to approve the meeting agenda with the following addition. Trustee Williams supported this motion.

- Add fundraising committee to the committee reports

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

PUBLIC COMMENT

NONE

PRESENTATION

Construction attorney, Bodman PC, Harvey Berman

- Every project is different. We can help you understand in advance the process and how you can be proactive. We can help you deal with issues that arise in a cost effective collaborative way. We will provide advice on each step of the process.

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (November 8, 2018 Special Meeting minutes, and October 2018 Financials and Check Register) Trustee Grover supported this motion.

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

COMMUNICATIONS

Included in the board packet are millage and election information (articles regarding the millage request and millage success).

COMMITTEE REPORTS

- Finance Committee: No report
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: Friends are doing well but not as well as they would like. They are cutting their 2019 commitment to us from \$36,000 to \$31,000. They getting their annual appeal letter

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together. Their holiday pop-up sale was the best ever they raised over \$1,000. They also appointed two people to fill two vacancies on their board (Mary Oaks and Maryjane Ferrett). They were also pleased, surprised and delighted with the resolution that the board passed last month recognizing them. Brian surprised them with it at the Friends of Michigan libraries meeting that they hosted.

- Fundraising Committee: Gillian (Communications and Development Coordinator) and Lisa have decided that the 2019 annual project goal will be to raise additional funds for the Superior project. We are about to get our annual appeal letter out. We have created a list of potential donors to approach. We are also making a list of potential grant opportunities.
- Negotiations committee: No report
- Superior Township planning: I have met with the architect and Harvey. I met with Ken Schwartz of Superior Township today. The original project budget was estimated at 2.1 million dollars. After resizing the building from 6000 square feet to 7800 square feet and redoing the budget the cost is about 3.5 million dollars due to the skyrocketing costs of construction and tariff charges on materials. This is a hefty difference. I verified this budget does not account for help from Superior Township. After talking with Ken Schwartz today he is behind this project 100%. He thinks that cost sharing on many things will be in the Township's best interest. He said the Township would lead the charge on re-zoning. I feel they will give us support that will help us get a decent break on the grand total. Originally Dan and I discussed breaking ground in the summer. Now when he structures it out and puts everything in its place we are looking at late fall which is not a wonderful time to break ground on a project. There is an area from March to May where we could gain some time if we are able to do some things all at once such as zoning or site plan approval. This timeline assumes our activities start now. There are decisions that Dan thinks need to be made before now and the beginning of the New Year. I would like to feel you out as a body about whether the Superior planning committee might be able to make some of those decisions independently or if you would like to schedule additional board meetings. We need to do a topographic and boundary survey right away. I have a list of companies that would be suitable for this project. I would like this committee or the full board to determine who we award this to. If we make this schedule happen hopefully we can break ground around September.

Williams moved that the board empower the Superior Committee the ability to make decisions for these initial things that are necessary to keep the project on schedule. Trustee Winborn supported this motion.

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

Nays: None

Motion passed.

Dan Whisler, Ken Schwartz and I have scheduled two community input sessions on the Superior design concepts. One will be Tuesday Jan 8th 2019 at 6:30 p.m. at the Superior branch. The second will be Wed Jan 9th 2019 at 6:30 p.m. at Superior town hall.

REPORT OF THE LIBRARY DIRECTOR

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

- Our administrative team had a brain storming session on priorities for the next five to ten years. It was a very interesting exercise. Some have told me it really helped them to hear everybody's ideas together. Gillian particularly who does development said it helped her to know what kind of things we want to ask for. I will share some of that with you in the next packet.

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- I was pleased with the way Michigan Avenue looked today. We got a table donated from another library and lounge chairs from a different library. We also purchased colorful bean bag chairs for the youth area that fit in very well. We bought stack end displays for upstairs. They were not very expensive but they made a very nice difference.

OLD BUSINESS

None

NEW BUSINESS

- A. Consider approval of proposed FY 2018-19 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-24

November 28, 2018

RESOLUTION TO ADOPT THE 2018-19 LIBRARY OPERATING BUDGET AND SET THE
MILLAGE RATE

Whereas the Ypsilanti District Library Board of Trustees is required to adopt an annual budget prior to the December 1 start of each fiscal year, and

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2018-19 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.5587 mills.

OFFERED BY: Jean Winborn

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

- B. Amendment of FY 2017-18 budget

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-25

November 28, 2018

RESOLUTION TO AMEND THE 2017-18 BUDGET TO REFLECT PROJECTED YEAR-END
SPENDING

Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2018 be amended as presented.

OFFERED BY: Courtney Geil

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

- C. Consideration of engaging construction attorney

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-26

November 28, 2018

RESOLUTION TO ENGAGE BODMAN PLC FOR LEGAL SERVICES RELATED TO THE
CONSTRUCTION OF A NEW SUPERIOR BRANCH LIBRARY

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Whereas, the Ypsilanti District Library wishes to construct a new Library branch in Superior Township, and

Whereas, the Library Board of Trustees recognizes that legal expertise can be invaluable to avoid problems and minimize risk in construction matters, and

Whereas, Harvey Berman of Bodman PLC offers such expertise and has presented the Board with a proposal for services related to the Superior project, and

Whereas, Bodman PLC can also provide guidance in matters of real estate law, which is also likely to be an element of this project, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages Bodman PLC to represent its interests in the Superior branch library construction project.

Trustee Kay Williams moved to amend the resolution to include "pursuant to a contract to be approved by the board".

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

Nays: None

Motion passed.

Resolution is approved as amended.

OFFERED BY: Kay Williams

SUPPORTED BY: John Barr

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

D. Scheduling of 2019 Annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-27

November 28, 2018

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2019

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2019 shall be held at 6:30 p.m. on Wednesday, January 23rd.

OFFERED BY: Kimberly Grover

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SUPPORTED BY: Kay Williams

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

E. Consideration of a resolution to restore Board stipends

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-28

November 28, 2018

RESOLUTION TO RESTORE TRUSTEE HONORARIUM

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD of Trustees that:

Whereas Ypsilanti District Library (YDL) Trustees serve on the Board of Trustees to oversee the operation and function of the YDL, hire the executive director and develop and institute YDL policy, approve a budget, approve contracts, and generally oversee the YDL operations, and

Whereas the work of the YDL Trustees requires many hours of time of the Trustees away from their family, work, rest and recreation, and

Whereas in the past the Trustees were compensated in small measure with an honorarium for their work, and

Whereas the YDL Trustees, at a time of financial strain of the YDL voluntarily stopped and gave up the honorariums, and

Whereas the voters of the YDL district have voted to approve a millage to help relieve the financial strain of YDL, and

Whereas it is in the public interest to have Trustees of various backgrounds and economic levels and an honorarium promotes that interest, and

Whereas a Trustee honorarium will provide incentive and reward for Trustee work, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The YDL Trustee honorarium is restored and Trustees shall receive an honorarium of \$30 per board meeting or committee meeting attended, beginning with the new board term commencing January 1, 2019.

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OFFERED BY: John Barr

SUPPORTED BY: Kimberly Grover

Trustee Kay Williams moved to table the vote on the Consideration of the resolution to restore Board stipends to the February 2019 meeting. Trustee Winborn seconded this motion.

Vote: Ayes: Winborn, Williams, Grover and Geil

Nays: Barr, Steimel, McGee

Motion passed, tabled until the February 2019 board meeting.

F. State of Michigan Public Act 152 of 2011

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2018-29

November 28, 2018

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publically Funded Health Insurance Act*, for the calendar year 2019, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

BOARD MEMBER COMMENTS

Trustee	Comment
Jean	Thank you again Lisa for the millage and all the wonderful work you did with the community. I really appreciate. It's where I live and you worked so hard trying to get that so thank you.
Courtney	Lisa you were a very good leader in the millage effort. You did a great job.
Patricia	"Ditto"
John	Same thing

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Kay	Yes and thank you to everybody else who helped, all of the committees and all of the staff. We needed it all and it was done. I thank you all.
Kimberly	Can you remind me why branch is removed from the resolution? Is there a library in Michigan called the Branch library?
Lisa	I want to say thank you to the board for your work on the millage. You listened to my crazy plan and you just let me do it. I think that kudos should be shared. It was definitely a team effort. Yey team!
Brian	I would echo all of that and I love that our community loved us.

Adjournment to closed session

Trustee Barr moved to adjourn to closed session to discuss Library Director's Annual Evaluation at 8:18 p.m. Trustee Williams seconded this motion.

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

Regular meeting reconvened

Trustee Barr moved to adjourn the closed session and return to the regular meeting at 9:16 p.m. Trustee Williams seconded this motion.

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

Trustee Barr moved to pass a resolution to grade director Hoenig as excellent and begin a 3% salary raise starting in the new fiscal year. Trustee Williams seconded this motion.

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

Adjournment

Trustee Williams moved to adjourn at 9:18 p.m. Trustee Barr seconded this motion.

Vote: Ayes: Williams, Winborn, Barr, Steimel, Geil, Grover, and McGee
Nays: None
Meeting Adjourned.