

Ypsilanti District Library
Board of Trustees
Minutes, January 23, 2019 (Approved)

CALL TO ORDER

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

Attendance

Trustees Present: Brian Steimel, Kay Williams, Jean Winborn, Patricia Horne McGee, Theresa M. Maddix, Bethany Kennedy, Kristy Cooper

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Communications and Development Coordinator Gillian Gainsley and Head of Outreach Services, Mary Garboden

ELECTED TRUSTEE SWEARING IN

President Steimel administered the oath of office to re-elected Trustee Patricia Horne McGee and newly elected Trustees Theresa M. Maddix, Bethany Kennedy and Kristy Cooper

APPROVAL OF THE AGENDA

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

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy
Nays: None
Motion passed.

PUBLIC COMMENT

NONE

ANNUAL MEETING

Election of Officers:

1. President

Trustee Kay Williams moved to retain Trustee Brian Steimel for YDL Board President for 2019. Trustee Winborn seconded this nomination. Trustee Steimel accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy
Nays: None
Motion passed, Trustee Steimel elected President for 2019.

2. Vice-President

Trustee Kay Williams moved to retain Trustee Jean Winborn for YDL Board Vice-President for 2019. Trustee McGee seconded this nomination. Trustee Winborn accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy
Nays: None
Motion passed, Trustee Winborn elected Vice-President for 2019.

3. Treasurer

Trustee Jean Winborn moved to retain Trustee Kay Williams for YDL Board Treasurer for 2019 and Trustee McGee seconded this nomination. Trustee Williams accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy
Nays: None
Motion passed, Trustee Williams elected Treasurer for 2019

4. Secretary

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Trustee Kay Williams nominated Trustee Patricia Horne McGee for YDL Board Secretary for 2019. Trustee Winborn seconded this nomination. Trustee McGee accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy
Nays: None
Motion passed, Trustee McGee elected Secretary for 2019.

Approval of 2019 Board Meeting Dates

Trustee Williams moved to approve the 2019 Schedule of Library Board Meetings as presented/attached and Trustee Winborn seconded this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy
Nays: None
Motion passed

YDL 2019 Board Committees

FINANCE

Kay Williams, Treasurer, Chair
Patricia Horne McGee, Secretary
Kristy Cooper, Trustee
Lisa Hoenig, Library Director
Brian Steimel – Ex-Officio

PERSONNEL

Patricia Horne McGee, Secretary
Jean Winborn, Vice President
Bethany Kennedy, Trustee
Lisa Hoenig, Library Director
Brian Steimel – Ex-Officio

POLICY

Jean Winborn, Vice President
Kristy Cooper, Trustee
Bethany Kennedy, Trustee
Lisa Hoenig, Library Director
Brian Steimel – Ex-Officio

FACILITIES

Kay Williams, Treasurer
Kristy Cooper, Trustee
Theresa Maddix, Trustee
Lisa Hoenig, Library Director
Jim Reed, Facilities Manager
Brian Steimel – Ex-Officio

FUNDRAISING

Gillian Gainsley, Comm/Dev.Coord.
Kay Williams, Treasurer
Bethany Kennedy, Trustee
Theresa Maddix, Trustee
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
John Connaghan, Cust.Serv.Coord.
Paula Drummond, Head, Adult Svcs
Patty Gensemer Stein, FOL Rep.
Kimberly Grover, Community Rep.
TBD, Community Rep.
TBD, Community Rep.
Brian Steimel – Ex-Officio

SUPERIOR PLANNING

Kay Williams, Treasurer
Jean Winborn, Vice-President
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Mary Garboden, Head of Outreach Services
Brian Steimel – Ex-Officio

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NEGOTIATION

Brian Steimel, President
Patricia Horne McGee, Secretary
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (December 12, 2018 Meeting minutes, and November and December 2018 Check Registers) Trustee McGee supported this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy
Nays: None
Motion passed.

COMMUNICATIONS

Discussion of Correspondence regarding photography by the Ann Arbor symphony.

COMMITTEE REPORTS

- Fundraising Committee: Our collection to date on the annual appeal is \$7,295.
- Superior Township planning: Tonight, we will be talking about hiring a construction manager. The topographic survey, the boundary survey and wetlands delineation are all underway. They should all wrap up in a couple more weeks. We just heard that tonight the rezoning is before the Superior Township planning commission. We had the public input sessions there was lots of public there with good feedback. We have a staff committee as well (Superior workgroup). We will meet tomorrow and talk about all the public input and comments we have received. We will let the architects know what things we think are the most important from what we heard.
- Facilities: I would like to mention that we have put together an RFP for a space utilization study for this building and Michigan Avenue. It is something that was in our budget plan for 2019. We are hoping to receive proposals by the start of March. The committee will need to make a recommendation to select a consultant for the March meeting.

REPORT OF THE LIBRARY DIRECTOR

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

- Some of you heard me talking about the Power of Children exhibit which is being installed downstairs. The crew of staff that puts these things together are all incredibly exhausted. This exhibit weighs a ton. It is also an amazing exhibit. We are going to have some conversations with our schools in the next few weeks to get lots of classes to come see it.
- The Friends have their annual meeting on Monday at 4:00pm. I know that Brian and Theresa are planning to attend. Everyone is welcome. The Friends are a terrific group. I am going to give a presentation. I know that I am going to talk some about Superior and the input that we received. We had people at both public input sessions say, "what about the Friends? Are they going to be here?" I didn't want to speak for them. We will see what they say.
- The Youth Department here at Whittaker has been working on weeding for a year or two. They finally were able to do some rearranging in the department to make more space for active play. I think it looks terrific. I applaud them for the effort that they put in and the planning that they did to make this happen. Our facilities crew worked hard to help.

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- Jesse Morgan who is part-time Para-pro at our Michigan Avenue location planned a few weekends ago a Beatles sing-along. It was really popular. People loved it. We live streamed it and it was the number one remarked on thing on our Facebook in a long time. They are planning to do another sing-along such event in the summer. It will be about soul music instead. I am proud of them.
- We have done a lot of work this last quarter on TALK to try to make the process of sending texts and lining up texts more automated. We know we are going to be losing our intern before too long because she is going to graduate. She is wonderful, she did a lot of this automating to sort of replace herself. The way we are sending the texts is a lot more targeted now. Instead of having three age clusters, it's tailored toward the child's birthday. The staff worked really hard to find a solution. They have been really attentive to the users' feedback. Our third party evaluator will be meeting with folks and getting some more feedback, via a focus group at Michigan Avenue.

OLD BUSINESS

None

NEW BUSINESS

- A. Resolution to designate fund balance for Superior building project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-2

January 23, 2019

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS
AND CREATE A FUND FOR THE SUPERIOR BUILDING PROJECT

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to building a new branch in Superior Township, and the YDL fund balance will be used to fund the building's construction, and

Whereas, a Superior fund will become a department of the Capital Projects Fund, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,150,000 are hereby designated as Committed funds for the Superior building project: \$400,000 of previously Unassigned Fund Balance and \$750,000 of funds previously Committed to Improvements.

OFFERED BY: Kay Williams

SUPPORTED BY: Jean Winborn

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

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- B. Award Construction Manager contract for Superior project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-3

January 23, 2019

RESOLUTION TO AWARD THE CONTRACT FOR CONSTRUCTION MANAGER FOR THE SUPERIOR BUILDING PROJECT TO O'NEAL CONSTRUCTION, INC. AND AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE CONTRACT

Whereas, the Ypsilanti District Library released a Request for Proposals for Construction Manager Services for the Superior building project, and

Whereas, four proposals were submitted by qualified firms, and

Whereas the Superior Building Committee carefully reviewed the proposals and identified two top candidates, and

Whereas, the finalists were interviewed by the Committee on January 10, and

Whereas the Committee made reference calls and verified the accuracy of figures in the proposals to ensure a fair comparison, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Construction Manager contract for the Superior building project be awarded to O'Neal Construction, Inc., and

IT IS FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract.

OFFERED BY: Jean Winborn

SUPPORTED BY: Patricia Horne McGee

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

- C. Resolution to authorize new signers for Bank of Ann Arbor accounts

(Attached)

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Jean Winborn

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

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D. Consideration of a resolution to pay off Bond Debt early

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-5

January 23, 2019

RESOLUTION TO AUTHORIZE SCHEDULING THE FINAL BOND PAYMENT FOR MARCH
1, 2019

Whereas, the Ypsilanti District Library's final payment on its Refunding Bonds is due May 1, 2019, and

Whereas, the Library will need to augment the tax revenues collected for the Debt Service payment with Fund Balance until delinquent tax revenues are received from Washtenaw County regardless, and

Whereas, US Bank, the Bond Agent, has provided a calculation for timing the payoff for March 1, 2019, and

Whereas, the Library can save approximately \$8,367 in interest by making the final payment early, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to proceed to make the final bond debt payment effective March 1, 2019, and

BE IT FURTHER RESOLVED that Fund Balance will be used to make up any shortfall in Debt Service tax revenues.

OFFERED BY: Kristiy Cooper

SUPPORTED BY: Kay Williams

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

BOARD MEMBER COMMENTS

Trustee	Comment
Kay	I want to welcome the new members. It will be fun to have new members on board. The old ones were nice too but it will be fun to have new ones. Welcome!

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Kristy	Thank you for the welcome. I am excited to be here.
Patricia	Welcome!
Jean	Welcome and I just want to make a comment. A lot of people in my neighborhood got two copies of the Loop. I said some people aren't going to get one. My daughter got two, I got two, my niece got two. I am happy to have all of the new members here I hope you enjoy being on the library board as much as I have.
Theresa	I would just like to say what an honor it is to be on the board. I brought a quote. I spent a lot of time trying to think what I wanted to say. I found a quote from a book that I recently read. When I go to the Seattle I'll be able to hear by Eric Klinenberg which some of you may know. This is his quote."There's is a term you don't hear these days, one you used to hear all the time when the Carnegie branches opened: Palaces for the People. The library really is a palace. It bestows nobility on people who otherwise couldn't afford a shred of it. People need to have nobility and dignity in their lives. And you know, they need other people to recognize it in them to. I wanted to bring this because I think that it for me shares a lot of what we are working towards together. His book is called, Palaces for the People. I like his subtitle too; it's how social infrastructure can help fight inequality polarization and the decline of civic life.
Bethany	Thank you so much for the welcome. I'm really also very honored to have the opportunity to serve my community. I am so very excited for the Future of the Ypsilanti District Library.
Brian	I just want to thank everybody. I think we have a great board. I think that it's going to be a great year. Because right now I think we have everybody that has the best interest of the library at heart. I don't think that anybody has any weird agendas. I think everyone is just straight forward for the library and it's going to be a good year.

Adjournment

Trustee Williams moved to adjourn at 7:42 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy

Nays: None

Meeting Adjourned.

Ypsilanti District Library Resolution 2019-4

Resolution of Lodge, Association or Other Similar Organization

BANK OF ANN ARBOR
7 W MICHIGAN AVE
YPSILANTI MI 48197

By: YPSILANTI DISTRICT LIBRARY
ATTN ADMINISTRATIVE ASST.

5577 WHITTAKER RD
YPSILANTI MI 48197-9752

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, Patricia J. Horne McGee, certify that I am Secretary (clerk) of the above named association organized under the laws of MICHIGAN, Federal Employer I.D. Number 38-2462745, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 24, 2019 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

PRINT Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Patricia J. Horne McGee</u>	<u>Patricia Horne McGee</u>	X
B. <u>Kay Williams</u>	<u>Kay Williams</u>	X
C. <u>Brian Steimel</u>	<u>Brian Steimel</u>	X
D. <u>Lisa Hoenig</u>	<u>Lisa Hoenig</u>	X
E.		X
F.		X



This Resolution Supersedes any previous as of
FEBRUARY 8 2019

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required TWO (YDL CONTROL)
A, B, C, D _____	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Association.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution.

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.



- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

Effect on Previous Resolutions. This resolution supersedes resolution dated
completed, all resolutions remain in effect.

03/25/2016

. If not

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

> Patricia J. Home McGee
(Secretary)

> Kay Williams
(Attest by Other Officer)



> Brian Steemel
(Attest by Other Officer)

This Resolution Supersedes any previous as of

FEBRUARY 8, 2019

For Financial Institution Use Only

Acknowledged and received on FEBRUARY 8, 2019 (date) by [Signature] (initials)

This resolution is superseded by resolution dated 3/25/2016

Comments:

This Resolution Supersedes any previous as of

FEBRUARY 8, 2019

