

Ypsilanti District Library
Board of Trustees
Minutes, April 17, 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, Theresa M. Maddix, Bethany Kennedy, Kristy Cooper and Jean Winborn (6:32 p.m.)

Trustees Absent: Patricia Horne McGee

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Communications and Development Coordinator Gillian Gainsley

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

Introduction of new staff: Director Lisa Hoenig introduced Shania Zwalesky, Part-Time Customer Services Clerk II at our Michigan Avenue location. She started with YDL as a Page on 2/29/16 and started working in her new position April 2, 2019. She also introduced Larry King Jr., Full-Time Building Monitor/Custodian. Larry also started April 2, 2019.

Presentation: 2018 Annual Report, Gillian Gainsley

We will be sending out the annual report as a mailing to all of our donors. The theme is around our 150th Anniversary which was the big highlight of 2018.

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (March 27, 2019 Meeting minutes, and March 2019 Financials and Check Register) Trustee Williams supported this motion.

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

Nays: None

Motion passed.

COMMITTEE REPORTS

- Policy Committee Report:
 - Met on the 10th of April, the results are in the packet.
 - Committee elected a new chair person, Bethany Kennedy
- Superior Township Planning:
 - I assume that the zoning ordinance was approved yesterday. I will find out for sure from Ken Schwartz, when I see him tomorrow at the meeting that we have with the road

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commission. WSP has at least completed traffic counts, so we hope we have some data to take with us regarding the traffic on the road, if not the whole report.

REPORT OF THE LIBRARY DIRECTOR

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

- Thank you to those of you who were able to attend our volunteer appreciation lunch.
- We met with KRM briefly to talk about the space utilization study at Michigan Ave. We talked about the in- service day plans and we have now scheduled two community input sessions. They will be on a Tuesday and Wednesday evening, June 18 and 19th. It will be a drop in sort of thing but lots of opportunity for people to give input.
- We have three staff members who are at intensive MOM Power training this week, which is an initiative we are excited to be part of. It's a grant funded program. Mary, Pat and Kristen are there for three days.
- It's the quarterly time to talk about TALK. Gillian and I met with the Library of Michigan a couple of weeks ago and talked about the possibility of sustaining this program as a state wide service later. They were quite interested. It was a positive sounding meeting and we hope that TALK will live on after our grant is over.

NEW BUSINESS

A. FOIA Policy revision

(Attached)

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

B. A Wi-Fi Access Policy revision

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-13

April 17, 2019

RESOLUTION TO REVISE POLICY B5: WI-FI ACCESS POLICY

Whereas, the Ypsilanti District Library has a Wi-Fi Access Policy which sets forth guidelines and outlines expectations for patrons using the Library's free wireless Internet access, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the Wi-Fi Access Policy was last revised in January, 2006, and

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Whereas, the Board Policy Committee presented a revision to update the policy to reflect the addition of wireless printing service, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Wi-Fi Access Policy is approved.

OFFERED BY: Kay Williams

SUPPORTED BY: Kristy Cooper

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

C. Materials Selection Policy revision

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-14

April 17, 2019

RESOLUTION TO REVISE POLICY B1: MATERIALS SELECTION POLICY

Whereas, the Ypsilanti District Library has a Materials Selection Policy which defines the values and collection building process which contribute to YDL's successful implementation of its mission, and

Whereas, the policy provides guidelines for both acquisition and weeding of materials, and the formal framework within which to address challenged materials, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the Materials Selection Policy was last revised in December, 2004, and

Whereas, a committee of Ypsilanti District Library staff reviewed the policy and recommended a number of updates, and

Whereas, the Board Policy Committee reviewed the recommendation and has presented a final draft for consideration by the Board as a whole, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Materials Selection Policy is approved.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

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

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D. Consideration of a proposal to hire a Fundraising Consultant for the Superior capital campaign

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-15

April 17, 2019

RESOLUTION TO CONTRACT WITH MARGARET COLE FOR DEVELOPMENT
CONSULTANCY SERVICES FOR THE SUPERIOR CAPITAL CAMPAIGN

Whereas, a permanent library facility in Superior Township has been a long-standing goal of the Ypsilanti District Library, and

Whereas, voters approved a 2018 millage request to fund library operations and allow YDL to build a new Superior facility with fund balance, and

Whereas, construction costs have skyrocketed while plans for the building have grown, and

Whereas, YDL wishes to embark on a capital campaign to augment the fund balance allocation and build the new library residents want, need and deserve, and

Whereas, fundraising consultants bring experience in developing successful strategies for such campaigns, and

Whereas, Margaret “Peggy” Cole prepared a proposal for a fundraising consultancy to help raise \$1.5M in support of the construction project, and

Whereas, YDL staff contacted Ms. Cole’s references and believe she brings the necessary expertise and qualifications to the project, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD accepts the proposal of Margaret Cole for development consultancy services for the Superior capital campaign for an amount not-to-exceed \$22,000. It will come from the Superior Construction Project budget.

Trustee Jean Winborn moved to amend the resolution to include “it will come from the Superior Construction Project budget”.

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

Nays: None

Motion passed.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

Resolution is approved as amended.

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BOARD MEMBER COMMENTS

Trustee	Comment
Kay	No comment
Kristy	I didn't have coffee today, I'm sorry
Patricia	Absent
Jean	I have a comment. I missed last month's meeting and I want to say why. I'm on the board of Fred R. Williams's Genealogy Society. It's the one and only African American genealogy board. I'm also on the Washtenaw Genealogy board. We had a three year project that we did with New Detroit. It was absolutely wonderful, we finished it. We worked with New Detroit and helped people do their genealogy. We sat one on one with them. Also, it was surrounding racial healing. When we finished we had wonderful story tellers. It was just fantastic. At the end Ancestry gave everybody a DNA kit. It was a very nice program and we have done it over a period of three years. What they do is go in the community and talk to people about their stories of racial healing. So that's why I missed last month, because it was the end of our project.
Theresa	I, on May 3 rd will be going to the MLA event that they are having in Ann Arbor. I just wanted to do an advertisement for it. I will bring back any materials they have. It is called, "Library Hospitality More than just Customer Service". In the afternoon Emily Puckett Rodgers from the U of M library is going to do a session on, "Understanding and Designing Welcoming and Inclusive Spaces". She is someone that I have had the good fortune to work with before. The team that I work for my day job has used a lot of what that team did in creating personas in some of our own work in developing websites. It looks like that will be a really fantastic program.
Bethany	No comment
Brian	I don't know if any of you get CNET, it's an online magazine promoting IT things. If you look through it in the past two weeks they have been promoting libraries strongly. I have seen two articles on there. The one most recently was hysterical. It was how to get things you'll buy on Amazon for free from your library. I thought wow this is kind of cool. The way I caught onto that, I get them and glance often and don't pay attention but some of the IT guys were like "wait a minute this is about libraries". It's just kind of interesting to see the scope of libraries definitely being promoted by IT.

Adjournment

Trustee Kennedy moved to adjourn at 7:39 p.m. Trustee Maddix seconded this motion.

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

Nays: None

Motion passed.

**YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2019-12**

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Library Board of the Ypsilanti District Library ("Library"), Washtenaw County, Michigan, held at the Library on the 17th day of April, 2019 at 6:30 p.m.

PRESENT: Brian Steimel, Kay Williams, Theresa M. Maddix,
Bethany Kennedy, Kristy Cooper, Jean Winborn

ABSENT: Patricia Horne McGee.

The following Resolution was offered by Bethany Kennedy and seconded by Kay Williams.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, the Library adopted Procedures and Guidelines, a Written Public Summary and a Detailed Itemization;

WHEREAS, pursuant to 2018 PA 523 ("Act 523"), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, since Act 523 changes the requirement for submitting written requests and the deposit notice and payment requirements, the Library will be required to amend its Procedures and Guidelines and Written Public Summary; and

WHEREAS, in the interests of the health, safety and welfare of the Library, the Library Board desires to approve amendments to the Procedures and Guidelines, Written Public Summary and Detailed Itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Library Board of the Ypsilanti District Library, Washtenaw County, resolves as follows:

1. The Library hereby adopts and approves the amended Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.
2. The Library also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution).
3. The Library also adopts and approves the amended Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The Library also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Library and do not conflict with the FOIA.
4. The Library shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Library's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Library.
5. The Library shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.
6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this Resolution are hereby repealed to the extent of such conflict.

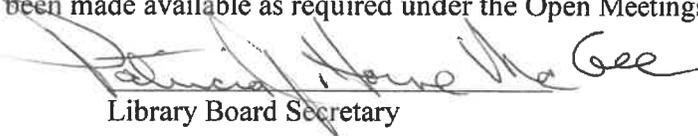
YEAS: 6

NAYS: 0

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF WASHTENAW)

I, the undersigned, the duly qualified and acting Secretary of the Ypsilanti District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 17th day of April, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.


Library Board Secretary