

Ypsilanti District Library  
Board of Trustees  
Minutes, June 26, 2019 (Approved)

**CALL TO ORDER**

President Brian Steimel called the Regular Meeting to order at 6:33 p.m.

**Attendance**

Trustees Present: Kay Williams, Theresa M. Maddix, Bethany Kennedy, Jean Winborn, Patricia Horne McGee, Brian Steimel and Kristy Cooper (6:35 p.m.)

Trustees Absent: none

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 Winborn supported this motion.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**CONSENT AGENDA**

Trustee McGee moved to approve the consent agenda (May 22, 2019 Meeting minutes, and May 2019 Financials and Check Register) Trustee Kennedy supported this motion.

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

Nays: None

Motion passed.

**COMMUNICATION**

The auditors Layton & Richardson contacted us to let us know that they are merging with Clark Schaefer Hackett. They will be taking on a new name but we will work with the same people. The merger will take effect July 1, 2019.

**COMMITTEE REPORTS**

- Policy Committee:
  - The policy committee has a couple of items on the agenda tonight so they will wait until then.
- FOL Report:
  - Sales are down online and in the bookstore.
  - CD's are still selling fast
  - They have been able to sell some books online at higher price that wouldn't sell in the stores. Recently they sold online for \$50.00; "How to Rebuild the Big Block Chevy Engine".
  - Booksilanti is this coming Saturday 7/6/19 at the Freighthouse. The Friends will have a table there and they will be selling crates of books, memberships and kits.
- Fundraising Committee:
  - The committee is having its first meeting tomorrow morning.

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- We think the people we put together will be a good group.
- We have an initial draft of a case for support that we are going to show.
- We have also been looking for grant opportunities.
- Superior Township planning:
  - Ken Schwartz had a meeting with the road commission yesterday. Superior and the road commission will enter into a road improvement agreement; the road commission is now okay with our driveway.

**REPORT OF THE LIBRARY DIRECTOR**

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

- Summer Reading is going well so far, lots of activity.
- Next Thursday morning is the parade. Mary put an invite in her board report. If you want to walk in the parade you can let me know.
- We interviewed a candidate to be our part-time building monitor. We are hoping to bring him onboard soon.
- Our in-service day and our public input sessions with KRM on the space utilization study went really well. I heard wonderful things from the staff about the in service. We had about 40-50 people at Whittaker and about 75-80 at Michigan Ave. for the public space utilization sessions.
- We have been having some issues with TALK. We have a short code that you text TALK To; to get information and get signed up. We share this short code with other organizations, not all are nonprofits. One of them sent a large text that the organization who monitors this thought was spam so they shut down the short code. That was a couple of weeks ago, the service has been restored to all service providers except Verizon.
- ALA was really exciting. I accepted our John Cotton Dana Award. Of the eight libraries who were nominated we were the smallest by far. I learned a ton, I am glad I got to go.

**OLD BUSINESS**

**A. Resolution to authorize a 2019 debt levy**

See attachment

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

**B. Consideration of a revision to Policy C2 - Naming Library Buildings and Spaces**

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-19

June 26, 2019

RESOLUTION TO REVISE

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POLICY C2: NAMING LIBRARY BUILDINGS AND SPACES

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Whereas, the Ypsilanti District Library's Policy C2 sets forth guidelines for naming library buildings and spaces, and

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

Whereas, Policy C2 was last revised in February, 2006, and

Whereas, the Board Policy Committee has presented a revision in advance of the Superior building project, for which there could be interest in naming rights, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy C2: Naming Library Buildings and Spaces is approved.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

**NEW BUSINESS**

- A. Approval of 2019 L-4029 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-20

June 26, 2019

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2019

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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 L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2019 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Patricia Horne McGee

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

- B. Request to use Capital Asset Replacement funds for Michigan Avenue concrete repair work

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-21

June 26, 2019

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES FOR  
CONCRETE REPAIR WORK AT MICHIGAN AVENUE

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Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, concrete repairs are needed in at Michigan Avenue in Library Plaza, along Adams Street, and in the parking lot, and

Whereas, the Board Finance Committee recommends waiving the competitive bid process to have “the river” in Library Plaza replaced by the lone decorative concrete company that expressed interest, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for this work is awarded to Vento Decorative Concrete; and

BE IT FURTHER RESOLVED that:

\$5,650 from the Capital Asset Replacement Fund be used for the portion of concrete repair work not originally planned in the 2018-19 budget.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

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C. Presentation of Draft By-Laws revision

- One of the goals of the strategic plan was to become 501c3.
- We decided to enlist the help of Jana Eveswell who is a volunteer senior advisory member who was our Millage campaign Treasurer to help us with this.
- Jana Eveswell, Jim Carey our accountant and Monica Gower our Business office Manager are all helping fill out the paperwork. When it is all filled out we will submit it to the attorney for a final review then turn it in.
- The attorney told us that once it is filed and showing 501c3 pending we can claim 501c3 status because it is retroactive to the day we filed. We can then start applying for foundation grants that require 501c3 status.
- In order to do this the bylaws need to be changed to include dissolution language which currently we do not have.
- I checked with the policy committee and our attorneys and no one had any recommendations for other changes to the by-laws.

**BOARD MEMBER COMMENTS**

| <b>Trustee</b> | <b>Comment</b>   |
|----------------|--|
| Kay            | I just would suggest that anybody who wants to walk in the parade, they have a good time.  |
| Kristy         | I enjoyed the KRM session at Michigan Avenue last week. Congrats again to the staff who went to ALA to receive that awesome award.   |
| Patricia       | I have no comments.  |
| Jean           | I don't either   |
| Theresa        | I would just like to echo the congratulations for the Cotton award, I'm really glad that members of the team got the chance to go to Washington DC to receive it in person. It's great!                              |
| Bethany        | I'm very excited that the summer challenge has kicked off. I'm working on getting my kids some prizes. Getting them excited about reading over the summer.   |
| Lisa           | I just would like to remind everybody before we adjourn here that next month's meeting is at Michigan Avenue.  |
| Brian          | I just want to thank all of the committees. Some really good work is coming out. It's showing and I think that things are going really nicely. I love the policy stuff. I really appreciate the hard work and stuff. |

**Adjournment**

Trustee Williams moved to adjourn at 7:26 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.