### CALL TO ORDER

President Brian Steimel called the Regular Meeting to order at 6:31 p.m.

**Attendance**

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

Trustees Absent: Bethany Kennedy

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower, Communications and Development Coordinator Gillian Gainsley and Michigan Avenue Branch Manager Joy Cichewicz and Building Monitor, Jerry Craft

**APPROVAL OF THE AGENDA**

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

* Move New Business C. Discussion of possible Superior naming opportunities : Gillian Gainsley near the top of the agenda

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Introduction of new staff**: Director Lisa Hoenig introduced Jerry Craft, part-time Building Monitor. Jerry started July 2, 2019.

**Michigan Avenue welcome and update:** Joy Cichewicz, Branch Manager

* Joy wanted to thank the board for hiring KRM. The call for input at Michigan Avenue was incredible. Everyone was really excited.
* Michigan Ave. is extremely busy right now. They have 30 kids that have been coming every day for chess.
* They are going to have a very busy fall, they are continuing Prime Time. They are also currently scheduled with 826 to continue tutoring two nights a week. They have also reserved two other nights. If they can get the staffing they will. They could possibly have tutoring 4 days per week.
* The evening of Tuesday July 16th one of the librarians was getting a picture book and noticed muddy water coming in. She started moving the picture books from the area to save them, getting buckets and containers to keep the water from spreading. There were about 70 books that were destroyed. They have not put books back on the shelf yet. They will once the problem is resolved.
* Yesterday they had an incident with a gentleman; a newer patron. He has been disturbing people and disturbing staff. It hadn’t happened when Joy was there in the building. This time Joy and Derek asked him to leave because he was being argumentative. He went around the building, picked up a construction cone and forcefully flung it at the window which broke. No one got hurt.

**NEW BUSINESS**

1. Discussion of possible Superior naming opportunities : Gillian Gainsley

* The board policy says that the amounts and nature of the naming policy need to come before the board. She put together a list with ballpark numbers with the board policy guideline of 51% (a majority of the cost).
* She would like the board to consider tonight whether we are comfortable with the idea behind this and delegating this to the fundraising committee.
* The sponsor levels are the same but she added another level; “fellow”.
* They are also working on a case for support with a couple examples of naming opportunities.

After discussion, Trustee Williams moved to delegate final approval of naming opportunities to the fundraising committee, but would like to have building name taken off. Trustee Winborn supported this motion.

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

Nays: None

Motion passed.

### CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (June 26, 2019 Meeting minutes and June 2019 Financials and Check Register) Trustee McGee supported this motion.

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

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Fundraising Committee:
* The fundraising committee met on the 27th of July.
* There were quite a few people there. All of the Administration of Superior Township was there. They were all behind it.
* They set a goal of two million dollars.
* Superior Township planning:
* Ken Schwartz met with the road commission again this morning. He talked to them about the drive up book return exit lane. They asked for something in writing, so Ken will provide that. They are definitely approving the driveway where we want it.

**COMMUNICATION**

Information on Narcan bills. The staff is unanimous that they would like to have Narcan on hand. Something will be coming either a policy or approval of having it here. Lisa will be talking to the Sheriff’s office and police chief to get their blessing.

**REPORT OF THE LIBRARY DIRECTOR**

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

* Monday Julianne, Sheila and Lisa went to tour three of the new branches of the Toledo Lucas County Library system with KRM. They had a wonderful experience, they are doing lots of cutting edge things with the buildings. They got to see some really stellar architecture. They got lots of ideas, it was a worthwhile trip. In about two weeks they are going to look at two libraries in the metro Detroit area that are renovations, Howell Carnegie Library and Baldwin in Birmingham.
* Flooding: By the staff entrance there is a concrete sidewalk that comes up to the building from the plaza. The concrete pad was separating from the foundation of the building. The facilities staff took a hose and squirted it into the crack and water came pouring down into the building. They thought they found the problem so they caulked it. When it rained the next day water came into the building again. Today they went on the roof and filled the gutters and let the water down and it stayed dry. So the problem is not the roof. They don’t know if it’s an internal break (in the wall) or if the caulking wasn’t dry. They did some more caulking and we are going to see what happens when it rains. They will get to the bottom of it. They lost about 70-75 books altogether.
* The bookmobile has had mysterious air conditioning problems and the generator kept turning off. They figured out the fuel gauge was broken and that it needed gas. The generator is designed to cut off when there is low fuel. They got this fixed. It was working great then it started turning off again. They took it back to be serviced and there was a broken belt on the water pump of the generator causing overheating. It’s fixed now and out on its route.
* Julianne and Monique who are both on the library’s Staff Diversity committee have been accepted to a new program called the Allies Academy from the New Center in Ann Arbor. It is a strong effort to increase leadership for people of color in the county. There are two parallel groups, Leaders of Color and Allies Academy. Allies Academy is for people who want to advance those initiatives and are not of color. It ties in terrifically with YDL’s initiative for equity, diversity and inclusion, in the library staff and out in the community.
* TALK still does not have Verizon back. Verizon has allowed three organizations to remain on our short code and one of them is us. Verizon plans to reinstate service August 1st. Lisa has an appointment to speak with Karren Reish at the Library of MI about the future of TALK and possibly partnering with the Library of MI to apply for an IMLS grant to expand TALK.

**OLD BUSINESS**

1. Second reading/approval of revised By-Laws

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-22

July 24, 2019

RESOLUTION TO AMEND THE LIBRARY BOARD BY-LAWS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the By-Laws of the Ypsilanti District Library Board of Trustees were last revised in 2016, and

Whereas, the IRS requires added language to permit the Library to apply for 501(c)3 status, and 501(c)3 status is desired, and

Whereas the draft revision currently before the Board was presented in writing at the meeting of June 26, 2019, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Board By-Laws as amended are adopted.

OFFERED BY: Kay Williams

SUPPORTED BY: Jean Winborn

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

**NEW BUSINESS**

1. Consideration of replacement of two exterior doors

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-23

July 24, 2019

RESOLUTION TO APPROVE REPLACEMENT OF TWO EXTERIOR DOORS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas the staff entrance door at the Michigan Avenue library and the delivery entrance door at the Whittaker Road Library are deteriorating; and

Whereas these doors were identified for replacement in the 2019 fiscal year budget; and

Whereas both doors are 17 years old; and

Whereas quotations to replace the doors were obtained from Peterson Glass Company and Glasco Corporation; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The purchase of replacement doors for the Michigan Avenue staff entrance and Whittaker Road delivery entrance from Peterson Glass Company for a total cost of $9,915 is approved.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Jean Winborn

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

1. Consideration of a proposal to investigate the Whittaker curtain wall window leaks

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-24

July 24, 2019

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES FOR WHITTAKER WINDOW LEAK MITIGATION INVESTIGATIONS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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, the Whittaker Road Library windows have leaked since the building opened, and despite the best efforts of staff, no solution has been found, and

Whereas, a consulting team assembled by Architect Betsy Baird has proposed an approach to investigate the cause and find a remedy to this problem, and

Whereas, time is of the essence given the potential impact of weather on the cost, and

Whereas, the architect, investigators, and glaziers were hand-selected for their professional knowledge of curtain wall systems, and

Whereas, the bids for equipment were solicited from vendors who have provided low bids to the architect in the past, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage O’Neal Construction to manage the leak mitigation investigation of the Whittaker curtain wall windows for a cost not to exceed $47,000 as described in a proposal dated July 10, 2019.

IT IS ALSO RESOLVED that:

In addition to funds previously budgeted, $41,000 from the Capital Asset Replacement Fund shall be allocated to this project.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Kay Williams

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

**BOARD MEMBER COMMENTS**

|  |  |
| --- | --- |
| **Trustee** | **Comment** |
| Kay | No comments. |
| Kristy | No Comments. |
| Patricia | No Comments. |
| Jean | No Comments. |
| Theresa | I had a wonderful time at the July 4th parade. I had the opportunity to ride in the bookmobile and that was fantastic. I made a point of trying to get everyone to wave back. Everyone seemed to do that readily. It was a wonderful opportunity to see as we customarily do how much love there is in the community for the library and in this case specifically for the bookmobile. It just was really great to see the excitement on people’s faces when they saw the bookmobile, “Hey it’s the bookmobile”. |
| Bethany | Absent |
| Brian | My only comment is I love seeing the little gardens all over the place. I parked on the street when I came up and saw the little corn on the corn stalks. I got all excited and then it was cool to see that gardening is prominent for Superior. |
| Lisa | I would love to know what you all think about meeting here. |

# Adjournment

Trustee Williams moved to adjourn at 7:44 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.