

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

**CALL TO ORDER**

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

**Attendance**

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

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

**APPROVAL OF THE AGENDA**

Trustee McGee moved to approve the meeting agenda with the deletion of the Friends of the Library report. Trustee Williams supported this motion.

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

**PUBLIC COMMENT**

NONE

**CONSENT AGENDA**

Trustee Maddix moved to approve the consent agenda (September 25, 2019 Meeting minutes and September 2019 Financials and Check Register) Trustee Winborn supported this motion.

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

**COMMUNICATION**

Lisa included the grand opening celebration flier for Ypsi Writes in the packet. There will be a Concentrate article a little later this week.

**COMMITTEE REPORTS**

- Finance Committee:
  - Reviewed and recommended the budget as a Committee
  - It will be discussed by the board this evening
  
- Facilities Committee:
  - Scheduled to meet this Friday with the consultant that worked on the curtain wall window investigation; Betsy Baird.
  - Lisa is awaiting budget information for the meeting.
  - She was given a heads up that the actual cost of the testing itself was significantly lower than what was budgeted.

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Board of Trustees  
Minutes, October 23, 2019 (Approved)

- Fundraising Committee:
  - Between the committee's first meeting and second meeting the library received gifts totaling \$35,000 from anonymous donors.
  - YDL has now received over \$50,500 in donations and \$3,000 in pledges for the Superior project.
  - The library also applied for a capital improvement grant from the Michigan Council of Arts and Cultural affairs. Friday they announced their grant awards and YDL was awarded \$50,000.
  - The committee will meet again in November.
  
- Superior Township Planning:
  - Still waiting to hear back from the Washtenaw County Road Commission.
  - Lisa contacted Dan Whisler regarding the soil borings because she was worried about the cold weather coming on. She was told soil borings are not weather dependent and can happen any time of the year.

**REPORT OF THE LIBRARY DIRECTOR**

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

- Michigan Ave. had bed bugs, they no longer have them. There were two incidents when the library was closed. The dogs were brought in and it was confirmed and treated.
- The three open positions were posted. The deadline was Monday. Applications are being reviewed and interviews will be scheduled.
- Bee Roll the owner of Beezy's is no longer part of daily operation for the café downtown or at the library. Bee is now part owner functioning in an advisory role. She has turned over majority share of her business to what she calls a "board of directors". Lisa has not yet met with the new management team.
- The special board meeting is scheduled for a week from this evening (10/30/19) at 6:30pm in the community room. krM will be presenting their final report on the space utilization study. They have a lot of interesting ideas based on the public response and staff input.
- Lisa wrote an article about TALK for a journal called Marketing Library Services. It will be the cover article of their upcoming issue. They have agreed to pay the library \$275, which will go to the YDL endowment.
- Friday is Halloween Downtown at 5:30pm and Ypsi Glow kicks off at 7pm. Lisa hopes to see everyone there.
- Six staff members and Pat attended the annual MLA conference. Lisa, Head of Youth Services Jodi Krahnke and former YDL librarian Kristel Sexton presented about TALK at the conference.

**NEW BUSINESS**

- A. Review of FY 2020 draft budget, Director Hoenig touched on the following:
- Lisa met with the Finance committee who said they would recommend this budget.
  - There are a couple of costs that are still being figured out. One being the cost for a bed bug treatment / inspections for downtown.
  - The budget almost puts one and a half million dollars into the fund balance.
  - This year's budget should come in under budget because there are areas where the library has not been able to spend what was planned to spend.

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

- A. Schedule public hearing for FY 2020 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-31

October 23, 2019

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED  
LIBRARY BUDGET FOR THE 2020 FISCAL YEAR

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Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2020 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2020 fiscal year will be held at 6:15 p.m. on Wednesday, November 20, 2019.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

- B. Consideration of purchase of LED retrofit kits for Whittaker reflector lights:  
Lisa would like to retract this item from the agenda. krM architecture may have better Ideas for replacement lighting. There is not time before now and the end of the fiscal year to figure out the solution and acquire those lights so Lisa would like to hold off.

Trustee Williams moved to have this taken off of the meeting agenda. Trustee Winborn supported this motion.

Ypsilanti District Library  
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C. 2020 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-33

October 23, 2019

RESOLUTION TO ESTABLISH A SCHEDULE OF 2020 HOLIDAYS AND CLOSINGS

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Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, small changes were negotiated in collective bargaining in 2019, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2020 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2020 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Jean Winborn

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

D. Resolution honoring Laura Tucker on her retirement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-34

October 23, 2019

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Board of Trustees  
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A RESOLUTION HONORING LAURA TUCKER FOR AN AMAZING  
FORTY-FOUR YEARS OF DEDICATED SERVICE TO THE YPSILANTI DISTRICT  
LIBRARY AND THE ENTIRE YPSILANTI COMMUNITY

WHEREAS, Laura Tucker has served the greater Ypsilanti area as a cheerful and knowledgeable presence in customer service for the Library since 1975, and

WHEREAS, Laura began her career as a Circulation Clerk when processing books was complicated and tedious, and

WHEREAS, when computers were introduced, she rose to the challenge with intelligence, diligence, and grace, and

WHEREAS, patrons and staff have loved “Miss Laura” for her cheerful attitude and great customer service, and

WHEREAS, in addition to being the “Queen of New Fiction” books, Laura is a big reader herself, enjoying romance novels with a “little bit of spice” and well-known African-American fiction authors, and

WHEREAS, she will be sorely missed for her lovely smile, delicious pound cake, and her love of the library and all the people who come to it,

NOW, THEREFORE BE IT RESOLVED, that the Ypsilanti District Library Board of Trustees hereby thanks Laura Tucker for her outstanding and dedicated service to the Ypsilanti community which she has served for 44 years, and

BE IT FURTHER RESOLVED, that the Ypsilanti District Library Board of Trustees wishes her the best in all future endeavors.

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Jean Winborn

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

- E. Discussion of Director evaluation, reviewed by President Steimel
- Trustee Steimel will distribute evaluation and feedback forms by the end of the week.
  - Completed forms are due back to Trustee Winborn by Wednesday, November 13<sup>th</sup>.
  - Director Hoenig will distribute her self-evaluation by next Wednesday.

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**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Kay	No comments.
Kristy	No Comments.
Patricia	I have comments! I went to the MLA conference. I found it very enlightening. It was quite helpful to me in terms of just getting a feel for the issues, the culture of library stuff. I brought back a bag of stuff that you all are welcome to look at. I went to a couple of workshops on funding. I did find the one from the Humanities very interesting. I did not know that they funded libraries as they do. I went to a couple on equity and diversity and there is some stuff in here you might want to look at. One on Social work and hiring a social worker in the library. A lot of libraries doing that, some with success some not with great success. There is a book that the man recommended about social work in the library. It included a study that someone had done. The book is called Whole Person Librarianship: A Social Work Approach to Patron Services by Sara Zettervall and Mary Nienow. One is a librarian and the other is a social worker. Also, some stuff on grant writing.
Jean	No comments.
Theresa	No comments.
Bethany	I attended the October 21 <sup>st</sup> event, The Great Michigan Read. WCC, the Bailey library was a host. YDL was also a host and Paula and Mary were there. Dr. Mona Hanna-Attisha spoke. It was really, really moving. I am really, really proud that YDL was a host of that event. I hope a lot of patrons were there.
Brian	I have one comment. I am excited about the krM presentation. As I was coming in I enjoy watching the way the alcove is constantly changing. Seeing the way the building is designed for some flexibility. So I am interested in seeing what they come up with some ideas
Lisa	I think you will be impressed with the things that they are suggesting. I asked them to help us to have really kind of logical phases. So there is a phase one and phase two for this building and a phase one and phase two for the Michigan Avenue building. There are price tags. So you can see what you like and see what you don't like. You can decide if the price tags are more than what you think the results would be worth. We can do what we want with this report. I do think it was a very valuable exercise from a number of angles. One for future planning, for idea generation, connecting with a new architect with different ideas than our past experiences. I think it really engaged our staff and to a lesser degree some of the public. I think the staff feels a little more cohesiveness after seeing all of the buildings as a focus.

**Adjournment**

Trustee Kennedy moved to adjourn at 7:45 p.m. Trustee Cooper seconded this motion.

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

Nays: None

Motion passed.

### Ypsilanti District Library 2020 Holiday & Closing Schedule

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2020	New Year's Day	Wednesday
January 20, 2020	<b>**Martin Luther King Day</b>	Monday
April 12, 2020	Easter Sunday	Sunday
May 24, 2020	Sunday Preceding Memorial Day	Sunday
May 25, 2020	<b>Memorial Day</b>	Monday
May 29, 2020	YDL Annual In-service	Friday
July 4, 2020	<b>Independence Day</b>	Saturday
July 5, 2020	Independence weekend	Sunday
September 6, 2020	Sunday Preceding Labor Day	Sunday
September 7, 2020	<b>Labor Day</b>	Monday
November 11, 2020	<b>Veterans Day</b>	Wednesday
November 25, 2020	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 26, 2020	<b>Thanksgiving Day</b>	Thursday
November 27, 2020	<b>Day after Thanksgiving</b>	Friday
December 24, 2020	<b>Christmas Eve</b>	Thursday
December 25, 2020	<b>Christmas Day</b>	Friday
December 31, 2020	<b>New Year's Eve</b>	Thursday
January 1, 2021	<b>New Year's Day</b>	Friday
January 18, 2021	<b>**Martin Luther King Day</b>	Monday

**Bold indicates Paid Holiday**

\*\* Indicates that Library is OPEN, floating holiday, all other days listed **Library is CLOSED** except for Thanksgiving Day Eve, library closes at 5:00 pm.