

Ypsilanti District Library  
Board of Trustees  
Minutes, August 28, 2019 (Approved)

**CALL TO ORDER**

President Brian Steimel called the Regular Meeting to order at 6:32 p.m.

**Attendance**

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

Trustees Absent: Bethany Kennedy

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager, Monica Gower, Youth Librarian, Molly Beedon, Facilities Manager, Jim Reed and Outreach Librarian, Nicole Russell.

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda with the following change. Trustee McGee supported this motion.

- Move New Business A to after Consent 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 Nicole Russell, Part-time Outreach Librarian. Nicole started in the summer as an intern. Her official start date as Outreach Librarian was August 17, 2019.

**Presentation:** Whittaker Garden Project, Molly Beedon, Youth Librarian

- Molly applied and received two grants for the garden which allowed her to plant a much bigger garden that she did last year. (LTSA Public Services Grant and Gro More Good Grassroots grant)
- Jim Reed built raised beds for the garden.
- Youth helpers helped plant on planting day.
- First crops were strawberries and beans.
- Did various gardening crafts and activities with youth throughout the summer.

**CONSENT AGENDA**

Trustee Williams moved to approve the consent agenda with the correction of the minutes to third person from first person (July 24, 2019 Meeting minutes and July 2019 Financials and Check Register) Trustee Maddix supported this motion.

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

Nays: None

Motion passed.

**NEW BUSINESS**

- A. Consideration of proposed renewal agreements for HVAC maintenance for Whittaker and Michigan Avenue.

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-25

August 28, 2019

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR  
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER AND  
MICHIGAN AVENUE LIBRARIES THROUGH 8/31/22

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Whereas, the Ypsilanti District Library's facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services has successfully serviced the Library's HVAC equipment under a Guaranteed Professional Maintenance agreement for the past three years, and

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for each location for the next three years at a reduced price, and

Whereas, YDL Facilities and Administrative staff wish to continue the Library's positive working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the Guaranteed Professional Maintenance Agreements proposed by Campbell Mechanical Services for Whittaker and Michigan Avenue effective September 1, 2019 through August 31, 2022.

OFFERED BY: Kay Williams

SUPPORTED BY: Jean Winborn

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

**COMMUNICATION**

Lisa received an email and report from the Student Advocacy Center of Michigan. They do a summer credit recovery program for high school students in the area that are not doing well and need to catch up. This summer the library hosted them in the Whittaker computer lab. Several students completed a number of credits and were given credit by their high school. Lisa was pleased YDL was able to do that.

**COMMITTEE REPORTS**

- Friends of the Library Report:
  - Met this past Monday.
  - Sales down an average of \$50 a week in 2019 so far.
  - They took in \$151 in donations for the shredding event and \$78.00 from Booksilanti.
  - At Booksilanti they brought in 4 new members and 2 renewals.

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- FOL will be participating in an event coming up September 7<sup>th</sup> at the Freight House called Swap and Spend. That event will run from 10 a.m. to 3 p.m. At the event they will be selling graphic novels, records and comic books.
- Online sales have been the most successful.
  
- Fundraising Committee:
  - Meeting coming up on the 11th of September. Those fundraising will be receiving training then.
  - The library has also applied for a number of grants.
  - A case for support has been created. It will go to the printer and there will be copies available for the fundraising committee. Those who need copies to help with fundraising can take them.
  - Fundraising consultant, Peggy Cole who was helping with fundraising has another job. She still supports the library but she does not feel she can accept payment because she feels it's a conflict of interest. She will still do our training at the meeting on the 11<sup>th</sup>. We may hire a different consultant, she has some suggestions.
  
- Superior Township Planning:
  - The Road Commission sent Ken Swartz the Superior Township Supervisor a draft agreement for a road improvement project and the Road Commission put 100% the burden of cost on the Township. Ken believes the road is a county primary and there should be federal funds. He will be meeting with the commissioners later this week.

**REPORT OF THE LIBRARY DIRECTOR**

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

- The 501(c)(3) application has been filed.
- The consultant was out last week working to investigate the problems with the curtain wall windows. There was good news and bad. They found some things that were not caulked well. They were able to go the entire length of the curtain wall to repair the caulking. They also found larger problems that will probably be expensive to repair. They are going to prepare a report. At that time Lisa will have a meeting with the facilities committee and the consultant to discuss what they found. The report will include costs.
- Lisa will be scheduling a special board meeting on October 30th with KRM. KRM will present to the board and public the results of the space utilization study.
- YDL- Whittaker will be hosting a flu shot clinic for staff, volunteers and board members. It will happen on Wed. September 23, 2019 between 2 p.m. - 4 p.m. in the community room. If you have insurance bring your insurance card. If not they will give you a voucher for a free flu shot. We need 25 participants for them to come back next year.

**NEW BUSINESS**

- B. Approval of purchase of Windows 10 and Office software.

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RESOLUTION NO. 2019-26

August 28, 2019

RESOLUTION TO PURCHASE LICENSING FOR MICROSOFT WINDOWS 10 AND OFFICE  
2019 SOFTWARE FOR STAFF AND PUBLIC COMPUTERS

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Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, the Library budgeted to upgrade the operating system and software for half of its computers this November and the other half early in the new fiscal year, and

Whereas, the Library's Information Technology team needs to test all of YDL's automated offerings with the new operating system prior to installation and train staff, and

Whereas, YDL has acquired the maximum number of discounted licenses available from Tech Soup for the public computers, and

Whereas, the Information Technology Manager solicited three quotes for the licenses required to upgrade YDL's remaining public computers and all of its staff computers, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Microsoft Windows 10 and Office 2019 software licenses specified on the attached quotes be acquired from the low bidder, GovConnection, Inc., for \$28,724.07.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Jean Winborn

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

C. Revision of Gift Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-27

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RESOLUTION TO REVISE POLICY E3: GIFT POLICY

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Whereas, the Ypsilanti District Library's Policy E3 sets forth guidelines for the acceptance of gifts, and

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Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and Whereas, Policy E3, last revised in July, 2000, was identified by the Board Policy Committee as a candidate for review, and

Whereas, with input from key administrative staff, the Library Director prepared a draft revision to the policy to reflect current practice, and

Whereas, the Board Policy Committee reviewed and commented on the revision, Now Therefore

**IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:**

The attached revision to the Ypsilanti District Library Policy E3: Gift Policy is approved.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Kay	No comments.
Kristy	I really appreciated the garden project presentation.
Patricia	No Comments.
Jean	Concentrate media did an article on me and Cheryl Garnett and also we had an interview with radio station WEMU about African American Genealogy which we started here 6 years ago. We are hoping to get more members. Sarah did a wonderful job because she told our history word for word exactly what we said to her. If you go online concentratemediacom you can see the article. If you go to wemu.org you can hear our interview. She did a really nice job.
Theresa	No comments
Bethany	Absent
Brian	I have a big shout out to the outreach people, Noise Permit was a great event on the first Friday represented the library and community well. A good showing of the public came through because it is on first Friday. Then amazingly enough you go to the farmers market the next Saturday morning and I think it was Kelly there again doing story telling at the farmers market the next day. Seeing the library out and about in the community is a great thing.
Lisa	Molly will chastise me if I don't put in one more plug, have a tomato.

**Adjournment**

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

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

Nays: None

Motion passed.