CALL TO ORDER
Vice – President Jean Winborn called the Regular Meeting to order at 6:30 p.m.

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

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian, Youth Librarian Ulana Marino, Building Monitor David Bachman, Capital Campaign Coordinator Christina McMullen and community member Chris Tebbens

APPROVAL OF THE AGENDA
Trustee Williams moved to approve the meeting agenda. Trustee Kennedy supported this motion.

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

INTRODUCTION OF NEW STAFF
Lisa introduced new staff; Youth Librarian Ulana Marino, Building Monitor David Bachman, Capital Campaign Coordinator Christina McMullen and Community Relations Coordinator Sam Killian. Sam and Lisa showed the Superior “coming soon” sign to be posted on Harris Road.

ANNUAL MEETING
Election of Officers:
1. President
   Trustee Kay Williams nominated Trustee Jean Winborn for YDL Board President for 2020. Trustee Teresa Maddix seconded this nomination. Trustee Winborn accepted the nomination.
   Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy
   Nays: None
   Motion passed, Trustee Winborn elected President for 2020.

2. Vice-President
   Trustee Kay Williams nominated Trustee Kristy Cooper YDL Board Vice-President for 2020. Trustee Teresa Maddix seconded this nomination. Trustee Cooper accepted the nomination.
   Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy
   Nays: None
   Motion passed, Trustee Cooper elected Vice-President for 2020.

3. Treasurer
   Trustee Kay Williams nominated Trustee Teresa Maddix for YDL Board Treasurer for 2020 and Trustee Cooper seconded this nomination.
   Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy
   Nays: None
   Motion passed, Trustee Maddix elected Treasurer for 2020.

4. Secretary
Treasurer Kay Williams nominated Trustee Bethany Kennedy as YDL Board Secretary for 2020. Trustee Teresa Maddix seconded this motion.

Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy
Nays: None
Motion passed, Trustee Kennedy elected Secretary for 2020.

Approval of 2020 Board Meeting Dates
Trustee Williams moved to approve the 2020 Schedule of Library Board Meetings as presented. Trustee Kennedy seconded this motion. Notice enclosed.

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

YDL 2020 Board Committees

FINANCE
Theresa Maddix, Treasurer, Chair
Kristy Cooper, Vice President
Patricia Horne McGee, Trustee
Lisa Hoenig, Library Director
Jean Winborn – Ex-Officio

PERSONNEL
Brian Steimel, Trustee, Chair
Patricia Horne McGee, Trustee
Bethany Kennedy, Secretary
Lisa Hoenig, Library Director
Jean Winborn – Ex-Officio

POLICY
Bethany Kennedy, Secretary, Chair
Kristy Cooper, Vice President
Brian Steimel, Trustee
Lisa Hoenig, Library Director
Jean Winborn – Ex-Officio

FACILITIES
Kristy Cooper, Vice President, Chair
Kay Williams, Trustee
Theresa Maddix, Treasurer
Lisa Hoenig, Library Director
Jim Reed, Facilities Manager
Jean Winborn – Ex-Officio

FUNDRAISING
Christina McMullen, Camp.Coord.
Kay Williams, Trustee
Bethany Kennedy, Secretary
Theresa Maddix, Treasurer
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Paula Drummond, Head, Adult Svcs
Patty Gensemer Stein, FOL Rep.
Ken Schwartz, Superior Supervisor
Lynette Findley, Superior Clerk
Brenda McKinney, Superior Treas.
Ann Blakeslee, EMU Rep.
Michelle Deatrick, Community Rep.
Kerri Pepperman, Community Rep.
David Rutledge, Community Rep.
Kimberly Grover, Community Rep.

SUPERIOR BUILDING
Kay Williams, Trustee, Chair
Brian Steimel, Trustee
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Mary Garboden, Head of Outreach Services
Jean Winborn – Ex-Officio

FRIENDS OF THE LIBRARY LIASON
Brian Steimel
Ypsilanti District Library
Board of Trustees
Minutes, January 22, 2020 (Unapproved)

John Barr, Community Rep.
Gillian Gainsley, Community Rep.
Jean Winborn – Ex-Officio

Appointed by Board President, Jean Winborn.

PUBLIC COMMENT
NONE

CONSENT AGENDA
Trustee Cooper moved to approve the consent agenda (December 4, 2019 Meeting minutes and November and December 2019 Check Registers) Trustee Williams supported this motion.

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

COMMUNICATION
Lisa included the Audit letter from the Auditors in the packet. They asked that Lisa convey the letter to the board. The packet includes YDL’s 501(c) (3) designation letter from the IRS. It is effective back to the library’s filing date of August 2019. Email correspondence from Kathi Beal regarding the closing of Beezy’s Café at the end of March 2020 is also included.

COMMITTEE REPORTS
- Fundraising Committee:
  - Committee met last week

- Superior Township Planning:
  - Yesterday Dan Whisler the library’s architect and Ken Swartz from Superior Township attended the Washtenaw county road commissions meeting. They discovered although they were invited by the road commission to attend they were not on the agenda. Ken spoke at the meeting about the need for the project and what the library needs the road commission to do. The road commission assured Ken that they will be on the February agenda
  - Ken decided to go ahead with the Township resolution last night. Lisa, Kay and Chris attended. He encouraged the board to support the project by passing the resolution to pay for the engineering for the road portion of the project which is estimated to be about $60,000. It was unanimous. Very appreciative of this gesture.
  - Lisa went out to talk to the homeowners who have a drain on their property that YDL will need access to for the new Superior construction. Our attorneys will work with them to draft an easement.

- Facilities Committee:
  - No report this month.
REPORT OF THE LIBRARY DIRECTOR
In addition to submitted Director’s report, Director Hoenig relayed the following:

- YDL Superior was closed on Saturday because of snow. There were not enough staff available because of the snow and illness to cover all three locations. Staff scheduled at Superior worked elsewhere so we could be open.
- Superior was closed again yesterday because they are installing a new water main on that street. They told staff on Monday they would not have water. Superior is back open tonight and water is running clear.
- There have been some troubling incidents at Michigan Ave. YDL will be keeping an eye on things there and will be keeping their building monitor hours for the foreseeable future.
- Lisa saw the director of TheRide at the MLK luncheon at EMU she attended. TheRide is thinking about moving the bus stop that is southbound on Veterans drive up to the corner. Where it is currently located across from the bus shelter; there is no sidewalk. When there is snow people have to stand in the street to let the bus driver know they want to ride the bus.
- The TALK report for the quarter is included in the packet. The service grant ends at the end of March. We have had more problems with our service provider Trumpia. They again had a short code problem where regulators turned off the short code and would not let YDL send anything from it. Trumpia gave us a dedicated code for no charge for the remainder of our time. The issues lasted about a month.
- YDL has three EMU Capstone students that have applied to do their projects at YDL. Two of them will be helping with publicity and one will help make a summer reading video. YDL will also be interviewing shortly an EMU work study student for IT.
- There was an unfortunate shooting at Nancy Park. A 21 year old was killed. A vigil was held on Monday night. On Tuesday they asked people to come out in a show of unity and meet at the bookmobile stop at 4pm when the bookmobile was there. Lots of people attended. Most of the people who came out were school staff and families. They got to hang out in the park and show what the park was for.
- The performance dashboard in the packet is the end of the year performance dashboard. Lisa was very excited that the door count figures for the first time in some time were up this year.

NEW BUSINESS

A. Resolution to designate fund balance for Superior building project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-2

January 22, 2020

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and
Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to building a new branch in Superior Township, and a Superior fund is a department of the Capital Projects Fund, and

Whereas, additional capital project expenses are anticipated in 2020, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

$1,400,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

IT IS FURTHER RESOLVED THAT:

$1,150,000 of these Committed funds will be placed in the Superior department of the fund.

OFFERED BY: Kristy Cooper
SUPPORTED BY: Kay Williams
YES: 5    NO: 0    ABSENT: 0    VOTE: 5-0

B. Resolution to authorize new signers for Bank of Ann Arbor accounts

(Attached)

OFFERED BY: Bethany Kennedy
SUPPORTED BY: Teresa Maddix
YES: 5    NO: 0    ABSENT: 0    VOTE: 5-0

C. Resolution to approve a revision to Policy E3: Gift Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-4

January 22, 2020

RESOLUTION TO REVISE POLICY E3: GIFT POLICY

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

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and
Whereas, Policy E3 was last revised in August 2019, and

Whereas, the Library was designated 501(c)(3) by the IRS since that time, a status that should be noted in the policy, 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: Teresa Maddix
SUPPORTED BY: Bethany Kennedy
YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

D. Award of contract for Whittaker lighting control study

YPISILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-5

January 22, 2020

RESOLUTION TO AWARD A CONTRACT AND AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES FOR LIGHTING CONTROLS ENGINEERING SERVICES AT WHITTAKER ROAD

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 lighting controls system is 18 years old and no longer supported by the manufacturer, and parts are no longer available except through eBay, and

Whereas, the Library Director solicited bids from two engineering firms to identify and specify replacement system requirements, obtain bids, and provide construction administration services, and

Whereas, Strategic Energy Solutions was the low bidder and will also be working on the Superior library project team with Daniels & Zermack, Architects, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for this work is awarded to Strategic Energy Solutions; and

BE IT FURTHER RESOLVED that:
$6,500 from the Capital Asset Replacement Fund be used for the portion of electrical engineering services not originally planned in the 2019-20 budget.

OFFERED BY: Kay Williams
SUPPORTED BY: Teresa Maddix
YES: 5  NO: 0  ABSENT: 0  VOTE: 5-0

E. Capital projects budget discussion, Director Hoenig touched on the following:
   • Lisa talked briefly with Brian, he thought the space study might have to wait until after Superior.
   • Board was in agreement that the Superior project takes priority.
   • Newer Board members were filled in on the history of Whittaker parking lot issues.

BOARD MEMBER COMMENTS

<table>
<thead>
<tr>
<th>Trustee</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean</td>
<td>If you look in your Loop I’m going to be presenting on Feb 6 and Feb 10 at Superior. I have become a bit of a celebrity. I need to get a makeup person and a publicist. People have called. I did an interview with Michigan Public radio. We did one with Current magazine. We did a photo shoot inside Michigan Ave. We will also be in Black Magazine that you have here. I am speaking and the person who I do the interview with; we have been friends for 40 years and because of DNA testing found out we were cousins.</td>
</tr>
<tr>
<td>Bethany</td>
<td>Jean, I have to say. One of my coworkers in another department, I know she works on Genealogy. I asked her do you know Jean Winborn? She said, “Oh, I go to her workshops”. I can’t wait to see that sign up at Superior. I am so excited to see the sign.</td>
</tr>
<tr>
<td>Kay</td>
<td>I just want to welcome again Chris. I think Chris is really going to help us and we need the help she is going to give. She came to the meeting last night for the township board and she sat there for two hours. Lisa did too. I am very glad that she is with us.</td>
</tr>
<tr>
<td>Kristy</td>
<td>No comments.</td>
</tr>
<tr>
<td>Brian</td>
<td>Absent</td>
</tr>
<tr>
<td>Pat</td>
<td>Absent</td>
</tr>
<tr>
<td>Lisa</td>
<td>Thank you all. I am looking forward to working with our new officers.</td>
</tr>
</tbody>
</table>

Adjournment
Trustee Williams moved to adjourn at 7:31 p.m. Trustee Cooper seconded this motion.
Vote: Ayes: Winborn, Williams, Maddix Cooper and Kennedy
      Nays: None
Motion passed.
PUBLIC MEETING NOTICE

YPILANTI DISTRICT LIBRARY

NOTICE OF REGULAR MEETINGS FOR YEAR 2020

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library will hold regular meetings for the year 2020 on the fourth Wednesday of each month, with the exception of the months of April and November as noted below. Meetings will take place at the Whittaker Road Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, MI, 48197 with the exception of the month of July as noted below. All interested citizens are encouraged to attend.

SCHEDULE OF LIBRARY BOARD MEETINGS
YEAR 2020

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Meeting</td>
<td>Wednesday</td>
<td>January 22, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>February</td>
<td>Wednesday</td>
<td>February 26, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>March</td>
<td>Wednesday</td>
<td>March 25, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>April</td>
<td>Wednesday</td>
<td>*April 29, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>May</td>
<td>Wednesday</td>
<td>May 27, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>June</td>
<td>Wednesday</td>
<td>June 24, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>July</td>
<td>Wednesday</td>
<td>**July 22, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>August</td>
<td>Wednesday</td>
<td>August 26, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>September</td>
<td>Wednesday</td>
<td>September 23, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>October</td>
<td>Wednesday</td>
<td>October 28, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>November</td>
<td>Wednesday</td>
<td>*November 18, 2020</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>December</td>
<td>Wednesday</td>
<td>No Meeting</td>
<td>6:30 PM</td>
</tr>
</tbody>
</table>

*not fourth Wednesday
**this meeting will take place at YDL – Michigan Avenue
229 W. Michigan Ave.
Ypsilanti, MI 48197

Any citizen requesting accommodation to attend these meetings, please contact the Library Director, 734-482-4110, at least five business days prior to the Meeting.

Contact: Lisa Hoenig, Library Director, 734-482-4110, x 1300
Resolution of Lodge, Association or Other Similar Organization

BANK OF ANN ARBOR
7 W MICHIGAN AVE
YPSILANTI MI 48197

By: YPSILANTI DISTRICT LIBRARY
ATTN ADMINISTRATIVE ASST.
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

Referred to in this document as "Financial Institution"  Referred to in this document as "Association"

I, BETHANY KENNEDY, certify that I am Secretary (clerk) of the above named association organized under the laws of MICHIGAN, Federal Employer I.D. Number 38-2462745, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on JANUARY 22, 2020 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

<table>
<thead>
<tr>
<th>Name and Title or Position</th>
<th>Signature</th>
<th>Facsimile Signature (if used)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. LISA N HOENIG, DIRECTOR</td>
<td>X (Signature)</td>
<td>X (Facsimile Signature)</td>
</tr>
<tr>
<td>B. OMER JEAN WINBORN, PRESIDENT</td>
<td>X (Signature)</td>
<td>X (Facsimile Signature)</td>
</tr>
<tr>
<td>C. THERESA MADDIX, TREASURER</td>
<td>X (Signature)</td>
<td>X (Facsimile Signature)</td>
</tr>
<tr>
<td>D. BETHANY ANN KENNEDY, SECRTRY</td>
<td>X (Signature)</td>
<td>X (Facsimile Signature)</td>
</tr>
<tr>
<td>E. ________________________</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>F. ________________________</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

<table>
<thead>
<tr>
<th>Indicate A, B, C, D, E, and/or F</th>
<th>Description of Power</th>
<th>Indicate number of signatures required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C, D</td>
<td>(1) Exercise all of the powers listed in this resolution.</td>
<td>TWO*</td>
</tr>
<tr>
<td>A, B, C, D</td>
<td>(2) Open any deposit or share account(s) in the name of the Association.</td>
<td>TWO</td>
</tr>
<tr>
<td>A, B, C, D</td>
<td>(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.</td>
<td>TWO*</td>
</tr>
<tr>
<td>A, B, C, D</td>
<td>(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.</td>
<td>TWO</td>
</tr>
<tr>
<td>A, B, C, D</td>
<td>(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.</td>
<td>TWO</td>
</tr>
<tr>
<td>A, B, C, D</td>
<td>(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.</td>
<td>TWO</td>
</tr>
<tr>
<td></td>
<td>(7) Other:</td>
<td></td>
</tr>
</tbody>
</table>

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution. ** THE TWO (2) signature requirement on checks, withdrawals, transfers or other negotiable instruments is an internal control of Ypsilanti District Library (YDL) and will NOT be regularly monitored for compliance by Bank of Ann Arbor. **

Resolutions
The Association named on this resolution resolves that,

(1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

(6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

(7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated FEBRUARY, 2019. If not completed, all resolutions remain in effect.

Certification of Authority
I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Association is a non-profit lodge, association or similar organization.

Signed
BETHANY KENNEDY

Attest by Other Officer
LISA HOENIG

Attest by Other Officer
THERESA M. MADDIX

For Financial Institution Use Only
Acknowledged and received on (date) by __________ (initials)
☐ This resolution is superseded by resolution dated
Comments: