

Ypsilanti District Library
Board of Trustees
Minutes, February 26, 2020 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Jean Winborn, Theresa M. Maddix, Brian Steimel, Bethany Kennedy, and Kristy Cooper (6:38 p.m.)

Trustees Absent: Kay Williams and Patricia Horne McGee

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Acquisitions Head Sarah Zawacki, and Facilities Manager Jim Reed.

APPROVAL OF THE AGENDA

Trustee Steimel moved to approve the meeting agenda. With the following revisions. Deletion of the audit presentation from the agenda and new business A. Move new business D, E, F up in the Agenda depending on when Jim Reed arrives. Trustee Maddix supported this motion.

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

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

INTRODUCTION OF NEW STAFF

Lisa introduced Sarah Zawacki as Head of Acquisitions effective Monday, February 17, 2020. Sarah started at YDL in 2013 in Adult Services as a Librarian.

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (January 22, 2020 Meeting minutes and January 2020 Financials and Check Register) Trustee Steimel supported this motion.

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

Nays: None

Motion passed.

NEW BUSINESS

D. Resolution to contract with Terracon Consultants, Inc. for Whittaker curtain wall work

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-10

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February 26, 2020

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND AUTHORIZE
THE USE OF CAPITAL ASSET REPLACEMENT FUND MONIES FOR WHITTAKER CURTAIN
WALL WINDOW REMEDIATION DESIGN WORK

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

Whereas, a consulting team assembled by Architect Betsy Baird of O'Neal Construction investigated the cause in 2019 and proposed several options to remedy this problem, and

Whereas, the YDL Board considered options and preferred a phased approach to repairs, and

Whereas, time is of the essence given the desire to proceed with phase one this summer, and

Whereas, Terracon Consultants, Inc. conducted the initial investigations and were hand-selected for their professional knowledge of curtain wall systems, and

Whereas, Terracon has provided a proposal for design services for the project that has been vetted by O'Neal Construction, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Terracon Consultants, Inc. for design services and preparation of construction specifications for curtain wall window remediation work at Whittaker Road as described in a proposal dated February 20, 2020.

BE IT FURTHER RESOLVED that

\$34,800 from the Capital Asset Replacement Fund shall be allocated to this project.

OFFERED BY: Brian Steimel

SUPPORTED BY: Bethany Kennedy

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

E. Award of landscaping services contract

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
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RESOLUTION NO. 2020-11

February 26, 2020

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, five bids were received before the deadline from qualified contractors, and

Whereas, the low bidder was the current contractor, whose service has been acceptable for the past three year contract, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract is awarded to the low bidder, AK Lawncare, Inc.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Brian Steimel

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

F. Resolution to authorize heat exchanger repairs at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-12

February 26, 2020

RESOLUTION TO AUTHORIZE THE USE OF CAPITAL ASSET REPLACEMENT FUND
MONIES FOR MICHIGAN AVENUE HEAT EXCHANGER REPLACEMENT

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 heat exchanger on a rooftop HVAC unit at Michigan Avenue has failed, and

Whereas, YDL has an HVAC maintenance contract with Campbell, Inc., but the heat exchanger is not included, and access to the unit to perform the repair has been compromised, and

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Whereas, Campbell, Inc. has provided a time and materials cost estimate to work around the obstructions to replace the heat exchanger, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Campbell, Inc. to perform the necessary work to replace the heat exchanger.

BE IT FURTHER RESOLVED that

An amount not to exceed \$5,500 from the Capital Asset Replacement Fund shall be allocated for this project.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Bethany Kennedy

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

COMMUNICATION

Lisa included an article about the upcoming kindergarten and preschool resource fair that will be Saturday at Whittaker. She also included a copy of the letter from IMLS inviting the library to the second phase of the application process for the National Leadership grant program.

COMMITTEE REPORTS

- Finance Committee:
 - Theresa commented that Lisa did a lot of research and found a new banking opportunity after less than optimal service from one of YDL's existing banks. Theresa would recommend that the board approve the resolution to open accounts with 5/3 bank.
- Friends of the Library:
 - The friends met Monday. They made \$1500 in January and February with online book sales. There was one book that sold for \$290, "Thirty at Athens". The renewal letters for membership will be going out by the end of the month.
- Fundraising Committee:
 - Total raised to date for the Superior campaign as \$115,565.22. In addition to two pledges of In-kind gifts. A financial commitment from Superior Township to pay for road improvement engineering for approx. \$60,000. A pledge of a custom design painting from local artist Pete Werner who had a display of his art work in the community room last month. He would like to create something just for Superior. Since last meeting the library received a donation from Sycamore Meadows in the amount of \$1,500. YDL also received a \$5,000 grant award from Ann Arbor Farm and Garden. It will be used an accessible garden at the new Superior location.

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- Superior Township Planning:
 - Lisa put a report in the packet. There have been no updates since it was written.
 - Lisa is very excited that the site plan was submitted.

REPORT OF THE LIBRARY DIRECTOR

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

- Lisa mentioned the posters out in the lobby about the availability of Amazon smile and Kroger Rewards.
- Lisa regretfully accepted the resignation of YDL IT technician Shane Davis. His last day will be next Friday 3/6/2020. We will immediately begin a search for a replacement for him.
- Lisa wanted to give the board a save the date for the library's annual volunteer potluck. It will be on Tuesday April 21st. The Tuesday of National Library week.
- Lisa commented that she was extremely excited about our statistics for January. The performance dashboard for the first time in a long time has both the door count and the e product borrowing way up.
- Monica and Lisa made some significant changes to the performance dashboard. It is a work in progress. Goals have not been allocated yet. Lisa did this to get feedback from the board about the new format. The new format is lot more workable and will leave space on the report for additions. Lisa would like feedback from the board on this.

NEW BUSINESS

B. Resolution to authorize bank signers for YDL

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-7

February 26, 2020

RESOLUTION TO AUTHORIZE PERSONS TO SIGN CHECKS AND OTHER FINANCIAL
INSTRUMENTS WITH FINANCIAL INSTITUTIONS

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: Theresa M. Maddix
3. YDL Board of Trustees President: Jean Winborn
4. YDL Board of Trustees Secretary: Bethany Kennedy

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Two signatures are required for any financial transaction. Signature may be by facsimile.

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

C. Resolutions to open accounts with 5/3 Bank

(Attached)

OFFERED BY: Brian Steimel
SUPPORTED BY: Kristy Cooper
YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

BOARD MEMBER COMMENTS

Trustee	Comment
Brian	No comments
Kristy	No comments
Theresa	No comments
Bethany	No comments
Jean	No comments
Pat	Absent
Kay	Absent
Lisa	I want to just give a heads up to Brian, Beth and Jean. I am going to feel out the personnel committee about a couple of things probably within the next week.

Adjournment

Trustee Kennedy moved to adjourn at 7:24 p.m. Trustee Steimel seconded this motion.

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

Nays: None

Motion passed.

Ypsilanti District Library Resolution 2020-8



DEPOSIT ACCOUNT RESOLUTION (Retail, Business Banking & Private Bank Use Only)



FIFTH THIRD BANK

ACCOUNT NAME YPSILANTI DISTRICT LIBRARY ACCOUNT NUMBER _____ TIN: 38-2462745

Check One:

- Corporation / Non-Profit Corporation
- Unincorporated Association / Organization
- Partnership / Limited Liability Partnership
- Non-Profit Organization
- Sole Proprietorship
- Limited Liability Company
- Disregarded Entity
- Corporation
- Partnership

RESOLVED, that Fifth Third Bank, National Association ("Bank") is designated a depository of the Company, with full authority to accept deposits made at any time, by any person, and in any form to the credit of this Company in accounts with Bank, in accordance with the written or verbal instructions of the person(s) presenting the funds for deposit or of any document accompanying said deposits and subject to the rules and regulations of Bank.

RESOLVED FURTHER, that Bank is authorized to pay or otherwise honor or apply without inquiry and without regard to the application of the proceeds all checks, drafts, and other orders for the payment, transfer and withdrawal of money from any and all accounts maintained by this Company with Bank, including those drawn to the individual order of a signer, when signed, accepted or endorsed by any of the following officers or employees of this Company:

FOR ALL BUSINESSES:

PRINTED OR TYPED NAME

TITLE

SIGNATURE

LISA N HOENIG	LIBRARY DIRECTOR	
THERESA MADDIX	BOARD MEMBER	
BETHANY A KENNEDY	BOARD MEMBER	
OMER J WINBORN	BOARD MEMBER	

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to (i) execute the necessary documents to conduct, if applicable, wire transfer services, automated clearing house transactions, electronic data interchange, sweep services, deposit management services, and lockbox services; and (ii) authorize outgoing wire transfer requests and transfer to and from the accounts of this Company using the funds transfer system of the automated clearing house.

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to delegate to another person or persons, as evidenced in a form provided by Bank and executed by any of the above named officer(s), person(s), member(s), or partner(s), the authority to (i) serve as a Channel Administrator as that term is defined under the Bank's Online Channel Access Agreement that governs Channel Services, such as Fifth Third Direct; and (ii) initiate electronic funds transfers through use of a Channel Service or through Direct Send File Transfer.

RESOLVED FURTHER, that a facsimile signature of any or all of the above-named signers shall constitute the signature of said signer, regardless of by whom or by what means the actual or purported facsimile signature may have been affixed, if such facsimile signature resembles the facsimile specimen(s) (if any) filed with Bank by the secretary or other officer of this Company.

RESOLVED FURTHER, that the Bank is authorized to rely upon the foregoing resolution until receipt by Bank of written notice of any change or revocation.

FOR CORPORATIONS:

The undersigned certifies that they are the Secretary of YPSILANTI DISTRICT LIBRARY
(Name of corporation)

("Company") and at a meeting of the Board of Directors held on the 26 day of Feb., yr. 2020 at which a quorum was present these resolutions were duly adopted. The undersigned certifies that the foregoing is a true copy of the resolutions so adopted; that such resolutions are still in full force and effect and unrevoked as of this date; and that such resolutions do not violate any charter or bylaw provision of this Company.

IN WITNESS WHEREOF the undersigned has set his/her hand on the 26 day of Feb, yr. 2020

Secretary Signature

FOR ALL OTHER BUSINESSES:

The undersigned certify(ies) that _____
(Name of company)

("Company") is the name used in the conduct of an unincorporated business and in order to establish a deposit account in the name of the company, the undersigned adopts these resolutions.

The undersigned agree(s) to notify Bank promptly in writing should any change of ownership or change in authority to transact occur, should other persons become interested in said business as partners, should the business become incorporated or should the relationship of the undersigned be altered in any manner.

Owner, Partner or Member Signature _____

Date _____

Ypsilanti District Library Resolution 2020-9



FIFTH THIRD BANK

DEPOSIT ACCOUNT RESOLUTION (Retail, Business Banking & Private Bank Use Only)



ACCOUNT NAME YPSILANTI DISTRICT LIBRARY ACCOUNT NUMBER _____ TIN: 38-2462745

Check One:

- Corporation / Non-Profit Corporation
- Unincorporated Association / Organization
- Partnership / Limited Liability Partnership
- Non-Profit Organization
- Sole Proprietorship
- Limited Liability Company
- Disregarded Entity
- Corporation
- Partnership

RESOLVED, that Fifth Third Bank, National Association ("Bank") is designated a depository of the Company, with full authority to accept deposits made at any time, by any person, and in any form to the credit of this Company in accounts with Bank, in accordance with the written or verbal instructions of the person(s) presenting the funds for deposit or of any document accompanying said deposits and subject to the rules and regulations of Bank.

RESOLVED FURTHER, that Bank is authorized to pay or otherwise honor or apply without inquiry and without regard to the application of the proceeds all checks, drafts, and other orders for the payment, transfer and withdrawal of money from any and all accounts maintained by this Company with Bank, including those drawn to the individual order of a signer, when signed, accepted or endorsed by any of the following officers or employees of this Company:

FOR ALL BUSINESSES:

PRINTED OR TYPED NAME

TITLE

SIGNATURE

<u>LISA N HOENIG</u>	<u>LIBRARY DIRECTOR</u>	<u>Lisa N. Hoening</u>
<u>THERESA MADDIX</u>	<u>BOARD MEMBER</u>	<u>Theresa Maddix</u>
<u>BETHANY A KENNEDY</u>	<u>BOARD MEMBER</u>	<u>Bethany Kennedy</u>
<u>OMER J WINBORN</u>	<u>BOARD MEMBER</u>	<u>Omer J. Winborn</u>

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to (i) execute the necessary documents to conduct, if applicable, wire transfer services, automated clearing house transactions, electronic data interchange, sweep services, deposit management services, and lockbox services; and (ii) authorize outgoing wire transfer requests and transfer to and from the accounts of this Company using the funds transfer system of the automated clearing house.

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RESOLVED FURTHER, that a facsimile signature of any or all of the above-named signers shall constitute the signature of said signer, regardless of by whom or by what means the actual or purported facsimile signature may have been affixed, if such facsimile signature resembles the facsimile specimen(s) (if any) filed with Bank by the secretary or other officer of this Company.

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Owner, Partner or Member Signature

Date

Revised 11-2019