

Ypsilanti District Library
Board of Trustees
Minutes, January 22, 2020 (Approved)

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 Theresa 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 Theresa 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 Theresa 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

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Treasurer Kay Williams nominated Trustee Bethany Kennedy as YDL Board Secretary for 2020. Trustee Theresa 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
John Connaghan, Cust.Serv.Coord.
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 Deatruck, 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

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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.

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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

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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: Theresa 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

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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: Theresa Maddix

SUPPORTED BY: Bethany Kennedy

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

D. Award of contract for Whittaker lighting control study

YPSILANTI 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:

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\$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: Theresa 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

Trustee	Comment
Jean	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.
Bethany	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.
Kay	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.
Kristy	No comments.
Brian	Absent
Pat	Absent
Lisa	Thank you all. I am looking forward to working with our new officers.

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.