### CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:31 p.m.

**Attendance**

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Head of Outreach Services Mary Garboden, Auditor Luke Downing, Clark Schaefer Hackett , Adult Librarian Christy Havens, Para Pro- Monique Lopez Geiman and Youth Librarian Patricia Mitchell.

**APPROVAL OF THE AGENDA**

Trustee McGee moved to approve the meeting agenda. Trustee Kennedy supported this motion.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

Community Member Justin Hodge, Ypsilanti Township, MI, introduced himself. He is running for Washtenaw County Commissioner

**Presentation:** FY 2019 Audit by Luke Downing, Clark Schaefer Hackett

### CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (April 29, 2020 Regular Meeting minutes, and April 2020 Financials and Check Registers)

Trustee McGee supported this motion.

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

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Superior Township Planning:
* In addition to the report in the packet Lisa had a virtual meeting with county commissioner Ricky Jefferson. He was supportive of the new library. He asked Lisa for additional material that he can share with his leadership team regarding a possible allocation for the new building.
* The Superior planning commission doesn’t want to hold a virtual meeting. They asked if we would mind if they waited until early June to see if the stay at home order was lifted by then.
* They had a productive meeting with Ken Schwartz and the design team, and they are beginning to talk about the property split . On one of the next agendas will be some legal material that will hopefully lead to YDL’s ownership of the Harris Rd. property. Lisa is working with attorneys and the surveying company that did our survey on additional information that will lead to the legal description and easements that are needed to make this happen.
* The Ann Arbor Kiwanis club was really interested in YDL’s grant proposal. Lisa was worried that they were going to change their focus as some of the library’s others protentional funders have done to COVID-19. It looks like they still are going to fund some capital projects. They should hear something soon.
* Facilities committee
	+ They had a meeting yesterday with teams from Terracon and O’Neal construction about the Whittaker curtain wall window project. They created a set of design documents that they reviewed together by zoom. They made some changes and are going to try to go out to bid in the next two weeks. They hope to receive it probably by the Monday or Tuesday before the next board meeting. They should be able to tell us how the bids compare to the budget that they projected.
	+ Lisa has been in talks with Strategic Energy Solutions who have the project for the Whittaker lighting control system. They are trying to get Lisa copies of a readable set of documents . The documents Lisa received were not legible. Lisa hopes to have this by the next board meeting

**REPORT OF THE LIBRARY DIRECTOR**

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

* YDL is working on the first Covid-19 issue of The Loop. They want to get the newsletter out to those who don’t have internet and may not know that the library is available to them in different ways . Its going to be in the mail by Monday and to homes sometime next week. It’s a smaller publication but it is packed with information on what you can get from the library at this point and things you might need as the business community reopens. YDL is hoping to do an issue a month for the summer.
* YDL applied for a Michigan Humanities Council HOPE grant. This grant was a Covid-19 related grant proposal to support staff wages and benefits. That grant request was denied . They had a tremendous number of request and ran out of money.
* YDL’s endowment fund at the Ann Arbor Area Community Foundation is doing well. They because of the Covid crisis have asked if they could send our money through electronic means. Our grant award this time will be over $7,200 which is the largest grant distribution YDL has received from the endowment to date.
* Lisa has asked the IT manager to begin working on a Wi-Fi upgrade that was planned for this summer. The library wants to be able to provide Wi-Fi to people who are outside of the building. The current Wi-Fi is wimpy. The signal outside is not good and the signal inside isn’t fabulous. On the board’s next agenda will be an equipment purchase to boost the Wi-Fi at all three locations.
* The summer challenge launches on Monday. The summer challenge webpage has an adorable teen video that was made by an EMU intern
* With the covid crisis and all the virtual programming YDL is doing it is necessary to shift some staff to promote the virtual programming. There will be changes to some staffs work focus to support it.
* Lisa believes that the virtual programming is probably here to stay. It is an enhancement regardless of the pandemic because we are reaching more people.

**NEW BUSINESS**

1. Acceptance of the 2019 FY audit report

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-14

May 27, 2020

RESOLUTION TO ACCEPT THE FISCAL YEAR 2019 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2019 as presented are accepted.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

1. Approval of 2020 L-4029 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-15

May 27, 2020

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2020

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Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2020 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Brian Steimel

SUPPORTED BY: Theresa M. Maddix

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

1. Resolution to approve a deficit elimination plan

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-16

May 27, 2020

RESOLUTION TO APPROVE A DEFICIT ELIMINATION PLAN FOR THE DEBT

SERVICE FUND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHEREAS Ypsilanti District Library’s Debt Service Fund had a $20,563 deficit fund balance on November 30, 2019; and WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury; NOW THEREFORE, IT IS RESOLVED that the Ypsilanti District Library Board adopts the attached Debt Service Fund Deficit Elimination Plan. BE IT FURTHER RESOLVED that the Ypsilanti District Library’s Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certificate.

OFFERED BY: Patricia Horne-McGee

SUPPORTED BY: Brian Steimel

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

1. Consideration of a Reopening Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-17

May 27, 2020

RESOLUTION TO ADOPT A REOPENING POLICY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the Ypsilanti District Library closed to the public on March 13, 2020, in the interest of public health after COVID-19 cases were confirmed in Michigan, and

Whereas, the Governor of Michigan’s Stay Home, Stay Safe Executive Order is set to expire on May 28, and

Whereas, the Library Director, with the input of three staff Work Groups, has developed and recommended a staged Reopening Plan to ensure the health and safety of staff and patrons, and

Whereas, the Reopening Plan must be flexible and adaptable so as to readily respond to changing Executive Orders, public health conditions, and recommendations, and

Whereas, the attached draft Reopening Policy allows for this; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The draft policy D12: Reopening Policy is adopted.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay WIlliams

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

**BOARD MEMBER COMMENTS**

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| --- | --- |
| **Trustee** | **Comment** |
| Bethany | I always enjoy reading through the departmental reports. This time it just really struck me how adaptable and innovative all the staff are in providing all these virtual programmings and all of the Wi -Fi infrastructure upgrades that are needed to support our community. I’m just so very proud of the library and all the staff and thankful. |
| Theresa | Id like to also thank the staff for continuing work during this very long time. Continuing to work in new ways. I have enjoyed a lot of the virtual programming continuing. One of the things that have been my favorite from the last period is the Garden to Table that T.C Collins did. Particularly the ones that T. C Collins did with potatoes. I have potatoes now planted using his method and they are sprouting . So, thank you for that virtual programming and I really hope it continues even after the library is fully open. |
| Kay | I just want to echo what everyone has been saying and I’m sure the others will too. I’ve just been totally impressed with all the things our staff has done creatively out of almost nothing because this has never happened before. I hope that Lisa will pass this on to staff how impressed we all are with what they have done. |
| Pat | I think I just want to echo what everyone else has been. This has been a phenomenal summer and the workload, and the tasks have been phenomenal and phenomenally done. I was reading a book. I can’t tell you the exact title this moment. Libraries and social workers working together that’s the gist of it. I finished it and would love to discuss with someone or anyone. If anyone has that need or would like to. Interesting read very interesting read. |
| Kristy | I just want to echo what everyone else is saying about YDL is really rocking the virtual programming. I like the idea of considering to do it in the future. It makes the library more accessible to more people  |
| Brian | I just want to say I look forward to Marlena and Jodi’s story telling a lot. That’s kind of one of the highlights of my week, Marlena’s new story. The things that they are doing to reach out are great. |
| Jean | I liked to say that before we started, I had a few minutes and I was explaining how I am working with my cousin virtually. She’s in Illinois and she uses the library in Illinois, but she is on the border of Wisconsin . I was looking in her library and I was going wow aren’t we fortunate we are so blessed we have so much going on. The limited stuff that she had at that library and I was going wow I just love our library, I love the librarians, the staff , Lisa. Thank you for all that you do.  |
| Lisa | It has been extremely challenging for many reasons. We appreciate your gratitude and kudos I think that the whole staff would tell you that we really miss our patrons, our buildings and our work. We don’t like this . We want to be with people. I am hopeful that perhaps this last extension of the executive order might be the last one. So that we can get back and see each other again and work a little more normally. I know we all are kind of scrambling right now. I at least do not feel nearly as productive as I am used to doing, even though we are doing stuff it is a challenge every day. |

# Adjournment

Trustee Williams moved to adjourn at 7:43 p.m. Trustee Kennedy seconded this motion.

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

Nays: None

Motion passed.