### CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:30 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, Youth Librarian Kelly Scott, IT Manager Scott Ostby and Youth Librarian Pat Mitchell

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda. With the following revisions: add an item of new business E, Resolution honoring EMU’s 100th homecoming. Trustee McGee supported this motion.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

### CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (May 27, 2020 Regular Meeting minutes, and May 2020 Financials and Check Registers) Trustee Maddix supported this motion.

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

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Superior Township Planning:
* The Planning Commission zoom board meeting begins at 7:30 this evening. The library is the last thing on the agenda. Mary Garboden will leave the board meeting and represent the library. Additional board members and staff will join after the board meeting.
* This evening Lisa received a call from Dan Whisler. He and the budgeting estimator from O’Neal got together over their latest budget estimate for the design drawing package that Lisa, Julie and Mary recently reviewed with them. It is way over budget and Dan is not entirely sure why. Right now, he said the electrical costs that O’Neal estimated are more than double the original estimate. There are other things that they will need to go over to see where the discrepancies are. The Superior planning committee will need to get back together, and they will need to make some tough decisions. Groundbreaking is not until spring so there is some time.
* Facilities committee
	+ Lisa was pleased with the bid opening yesterday for the windows project. Lisa thinks that the documentation from O’Neal is pretty good. Jim Reed and Lisa had a meeting the other day on Zoom with Scott Thompson from Strategic Energy Solutions that has been working during the closure on our lighting control system replacement. They’re preparing the specifications. It should be ready to bid in the next couple of weeks. That is an item that Lisa would like to put on the July agenda.

**REPORT OF THE LIBRARY DIRECTOR**

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

* Staff has been terrific with reopening. The return drop boxes are back open. Lisa thought we would be getting a large amount of returns, but it has been manageable so far.
* The library plans to roll out curbside contactless pickup service for holds using an app on Monday.
* Another Page at Whittaker has resigned. They will work to fill the Page positions. In the meantime, there are a number of staff members that cannot work from home, so they have been put to work with shelving.
* The Library received its delinquent tax collection payment from Washtenaw County. It will show up on the June financials.
* Julianne worked last week on submitting a CARES grant for Federal Covid-19 relief money that is available through the Library of Michigan. There are two pieces to these grants for public libraries. One was a grant that covers requests for PPE. The other is a digital inclusion grant. This grant the library would use to purchase 11 WI-fi hot spots. Some of the funding would also be for the access points that are on this month’s agenda.

**OLD BUSINESS**

1. Consideration of forgiveness of fines following the Covid-19 crisis

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-18

June 24, 2020

RESOLUTION TO FORGIVE CERTAIN LIBRARY FINES FOLLOWING THE COVID-19 CRISIS

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Whereas, the Governor of Michigan ordered the public to Stay Home and Stay Safe for nearly 3 months after COVID-19 cases were confirmed in Michigan, and

Whereas, the crisis caused health, economic, and educational difficulties for residents, and

Whereas, to help patrons during this time and encourage library use, the Ypsilanti District Library desires to forgive all previously-incurred fines for overdue materials on patrons’ library card accounts, and

Whereas, forgiving debt incurred by patrons for overdue library materials benefits the community as a whole and is particularly important to patrons experiencing economic hardship, as such fines may pose an economic barrier to library resources, and

Whereas, adopting a program to forgive all debt for overdue fines incurred on library card accounts would give Ypsilanti District Library patrons the opportunity to return materials and make them available to other members of the public once again, and also allow those with overdue fines totaling $10 or more to once again borrow materials from the Library,

NOW, THEREFORE, IT IS RESOLVED that the Ypsilanti District Library hereby adopts the following overdue fine forgiveness program:

1. All overdue fines for library materials incurred on patron library card accounts through June 15, 2020 will be forgiven, and such fines shall be waived.
2. Upon forgiving overdue fines, patrons’ library card accounts which have been blocked for use shall be reactivated, provided there is less than $10 in other types of charges on the card accounts.
3. The Library will not provide a refund for any overdue fines previously paid.
4. This overdue fine forgiveness program does not apply to any other fees or charges incurred on patron library card accounts, such as fees for damaged or lost library materials, fines incurred on interlibrary loan items, or fees incurred for referrals to a collection agency.

This Resolution shall take effect on July 21, 2020.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

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

**NEW BUSINESS**

1. Award of bids for Whittaker curtain wall windows project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-19

June 24, 2020

RESOLUTION TO AUTHORIZE THE COMMENCEMENT OF PHASE ONE WHITTAKER CURTAIN WALL WINDOW REMEDIATION WORK AND USE OF CAPITAL ASSET REPLACEMENT FUND MONIES FOR THE PROJECT

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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, using design specifications prepared by Terracon, Inc., O’Neal Construction solicited bids from qualified subcontractors of various trades to perform phase one of the work, consisting of construction of an access road and replacing the head and the sill, and

Whereas, a public bid opening was held on June 23, 2020, and the resulting cost summary has been provided to the Board for consideration, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage O’Neal Construction, Inc. for project management services, including vetting and administering the subcontracts.

BE IT FURTHER RESOLVED that

An amount not to exceed $217,500 from the Capital Asset Replacement Fund shall be allocated to this phase of the project.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Theresa M. Maddix

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

1. Approval of equipment purchase and wiring contract for wireless upgrade

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-20

June 24, 2020

RESOLUTION TO PURCHASE EQUIPMENT AND CONTRACT FOR WIRING INSTALLATION SERVICES TO UPGRADE YDL’S WIRELESS NETWORK

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

Whereas, the current wireless network is inadequate and an expansion would allow for far better coverage in the buildings and adjacent outdoor spaces, and

Whereas, the Library budgeted to upgrade the wireless network this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited quotes for the necessary equipment and wiring, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment and services specified on the attached quotes be acquired for a total cost not to exceed $45,000.

OFFERED BY: Patricia Horne-McGee

SUPPORTED BY: Kay Williams

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

1. Consideration of a revision to Policy B4: Children in the Library Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-21

June 24, 2020

RESOLUTION TO REVISE POLICY B4: CHILDREN IN THE LIBRARY POLICY

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Whereas, the Ypsilanti District Library has a Children in the Library Policy which sets forth guidelines to ensure a safe library experience for children, and

Whereas, with concerns for public health and safety in light of Covid-19, young children may require additional supervision, and

Whereas, the age at which a child may be in the library unattended has been revised to 12, and children under 12 must be accompanied by a caregiver 18 or older, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Children in the Library Policy revision is adopted.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

1. Submission of 2021 MCACA New Leaders grant application

Teen Librarian Kelly Scott gave a presentation to the Board on what Noise Permit will look like in 2020 as well as the vision for 2021, which would be covered by this grant.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-22

June 24, 2020

RESOLUTION TO APPROVE THE SUBMISSION OF A MCACA GRANT APPLICATION

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BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The New Leaders grant application submitted by Teen Librarian Kelly Scott to the Michigan Council for Arts and Cultural Affairs has been reviewed and approved.

OFFERED BY: Patricia Horne-McGee

SUPPORTED BY: Brian Steimel

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

1. Resolution honoring EMU’s 100th homecoming

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-23

JUNE 24, 2020

RESOLUTION TO HONOR

EASTERN MICHIGAN UNIVERSITY’S 100TH  HOMECOMING

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WHEREAS, Eastern Michigan University is proudly celebrating its 100th Homecoming on October 2, 2020, and

WHEREAS, YDL has embraced the same educational mission as EMU during those hundred years, sharing colleagues, community resources and constituents, and

WHEREAS, YDL has collaborated with EMU on many projects, such as two TEDx@YDL Talks, and bringing Pulitzer  Prize recipient Art Spiegelman to Pease Auditorium,  and

WHEREAS, members of the EMU community are frequent presenters and programmers at YDL, sharing and showcasing the talents of both organizations, and

WHEREAS, members of the EMU community have served on YDL’s Board and the board of the Friends of YDL, in both elected and volunteer capacities,

NOW THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board of Trustees sends its best wishes to Eastern Michigan University in its 100th Homecoming Year and wishes it another 100 years of success and association with the Ypsilanti District Library for the betterment of the entire Ypsilanti community.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Patricia Horne-McGee

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

**BOARD MEMBER COMMENTS**

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| --- | --- |
| **Trustee** | **Comment** |
| Theresa | I wanted to commend the library employees. I was worried about the loss of the meal program at Michigan Avenue this summer. I was very heartened to see that staff members are contributing at other sites for meals; LCS , Sycamore Meadows and Parkridge. I would like to thank those staff members for doing that. So if you could just pass on those thanks if you are able to.Also something that might seem small but the new signs for the returns that are outside of Whitaker rd. that let people know “open for returns” or “closed for returns”. I thought those turned out really well. They are easy to see. They kind of liven of up the atmosphere a little bit.  |
| Bethany  | I’m really happy to see that we are moving forward on some projects. The windows and the Wi- Fi . I am very excited to see that those are moving forward. |
| Kay | I belong to a book club. We have a book that I have to read for next week and it wasn’t online. I called library and they came through. They got the book for me. I came out today and they brought it out to me at the car which is apparently what were going to do next week. I am very grateful to them for doing that for me. I think this going to work when this is how we give people books again. I am sure I am not the only one who needs books like that. So I want to really thank the library for thinking about how they can get stuff back into circulation because a whole lot of us miss it.  |
| Pat | I have no comments. Thank you! |
| Kristy | I just want to say I’m excited that we are moving forward with fine amnesty. Also, I’m pretty pumped about new wireless access points. I know I’ve struggled in both Michigan Avenue and Whittaker Rd to connect to the wireless. I think it’s good we’re adding those on. |
| Brian | Looking forward to getting materials. Looking forward to people. I still like the way the development is going with the online services. The story telling is great. It’s like I’m getting to know people in different ways. I didn’t know Liz very well before but listening to her stories and watching her go through her back yard for workshops give me an insight into different people. So thank you for all of that . |
| Jean | I really appreciate the library and all of the things that they do . Joy is instrumental in helping us, our group especially the genealogy group. There were so many things we talked about. She was very instrumental in helping us find materials that would address some of the concerns we have especially with what we are going through right now.  |
| Lisa | I just wanted to take a quick poll. Did anyone not get the Loop? Yay! Everyone got the Loop. There will be another issue in July. Watch your mailbox.  |

# Adjournment

Trustee McGee moved to adjourn at 7:50 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.