

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, November 18, 2020 (Unapproved)

CALL TO ORDER

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

Attendance

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Bethany Kennedy (Washtenaw County, Ypsilanti Township, Michigan), Kristy Cooper (Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (Washtenaw County, Ypsilanti, Michigan) and Brian Steimel (Washtenaw County, Ypsilanti Township, Michigan)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda with the following revisions: Table Director evaluation to December special meeting; add a discussion about the GPS air purification systems as New Business G. Trustee Kennedy supported this motion.

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Kennedy moved to approve the consent agenda (October 28, 2020 Virtual Meeting minutes, and October 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 township Board met on Monday 11/16. They considered and passed the Road improvement agreement with the WCRC for the Harris Road widening project along with the easement that is on tonight's agenda.
 - Tonight was supposed to be the Superior Planning Commission meeting; it was cancelled. The township engineer asked for a few additional tweaks. The next meeting is December 16th.
- Fundraising committee:
 - The annual appeal letter with an appeal for contributions to help purchase NPBI air purification systems for Whittaker and Michigan Ave went out on Friday.
 - The capital campaign committee is continuing to gain momentum. They have a meeting tomorrow. The total raised so far for Superior is about \$166,000.

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REPORT OF THE LIBRARY DIRECTOR

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

- Terracon is making progress every day. The engineering team did a water filtration test on the sill installation of the Whittaker curtain wall and there were no leaks.
- Terracon is recommending as a next step sealing the vertical joints between the windows and bricks on the outside of each bay.
- Two long time librarians Molly Beedon (Whittaker Youth Department) and Susan Brown (Whittaker Adult Services) will be retiring from the library in January. Former part time outreach Librarian Psyche Castro Jetton will be returning to take on the full-time youth librarian role. Lisa just confirmed today that Robert Neil who is one of our circulation clerks at Whittaker will replace Susan Brown in the Whittaker Adult Services Department.

Trustee Williams made a motion to seal the vertical joints between the windows and the bricks on the outside of each bay of the Whittaker curtain wall if there is money left in the budget allocated. Trustee McGee supported this motion.

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

NEW BUSINESS

- A. Consider approval of proposed FY 2020-21 budget and set millage rate

**RESOLUTION TO ADOPT THE 2020-21 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE**

Whereas the Ypsilanti District Library Board of Trustees is required to adopt an annual budget prior to the December 1 start of each fiscal year, and

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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The 2020-21 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.5252 mills.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

B. Amendment of FY 2019-20 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-34

November 18, 2020

RESOLUTION TO AMEND THE 2019-20 BUDGET TO REFLECT PROJECTED YEAR-END SPENDING

Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2020 be amended as presented.

OFFERED BY: Brian Steimel

SUPPORTED BY: Theresa M. Maddix

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

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C. Resolution to adopt an addendum to the MERS agreement

- See attachment

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Brian Steimel

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

D. Approval of shared driveway easement with Superior Township

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-36

November 18, 2020

RESOLUTION TO APPROVE A DECLARATION OF EASEMENTS AND AGREEMENT FOR
MAINTENANCE WITH SUPERIOR TOWNSHIP FOR THE NEW SUPERIOR LIBRARY
BUILDING SITE

Whereas, the Ypsilanti District Library intends to build a new facility in Superior Township, and

Whereas, Superior Township will retain the adjoining property for potential future development, and

Whereas, both parties wish to utilize and share responsibility for the driveway and allow thre present construction to proceed smoothly, and

Whereas, the Superior Township Board approved the easement drafted by the Library's attorney at its regular meeting of 11/16/2020, Now therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to sign to enter YDL into the proposed easement as presented.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

E. Scheduling of 2021 Annual Board meeting

YPSILANTI DISTRICT LIBRARY

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RESOLUTION NO. 2020-37

November 18, 2020

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2021

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2021 shall be held at 6:30 p.m. on Wednesday, January 27th.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

F. State of Michigan Public Act 152 (80/20 health care split affirmation)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2020-38

November 18, 2020

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publically Funded Health Insurance Act*, for the calendar year 2021, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

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G. Discussion GPS air purification systems

Trustee Williams made a motion to install GPS air purifications systems as discussed, using the capital asset replacement fund. Trustee McGee supported this motion.

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

BOARD MEMBER COMMENTS

Trustee	Comment
Bethany	I wanted to say congratulations to the retirees. Congratulations to our newly re-elected board members
Theresa	Thank you to the board members who ran and congratulations on winning. I love Podcasts and listened to the first Ypsi Stories today. I really recommed it. It was fantastic I can't wait to listen to the next episode that comes out. I am pleased that we are able to offer that.
Kay	I am glad we have new people coming and I'm going to miss the ones leaving, especially Susan. Can you tell Susan I will miss her and all the times she's directed me to books she thinks I would read and like and I usually do. Thank you for approving the GPS system ... Thank you!
Pat	No comments
Kristy	I think that its fantastic the free covid testing went so well.
Brian	I continue to be really happy with the services. I am very impressed with everything the library is doing now.
Jean	Thank you again a thousand times to the librarians and the staff and Lisa. Everything is so wonderful at our library. We chose to operate so that everybody was safe. I feel good about that.
Lisa	No comments

Adjournment

Trustee McGee moved to adjourn at 7:36p.m. Trustee Williams seconded this motion.

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

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Ypsilanti Dist Lib

Municipality number 812501

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 812501110429

Division name FT EEs except (see notes)

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

All Full and Part-time employees except pages, subs and temporary employees.

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>48</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>1040</u> per <u>year</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be 12 month(s).

Comments:

This will begin after 12 months.

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input checked="" type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- Salary or hourly wage X hours On-call pay
 PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) Other: _____

Other Wages apply: YES NO

- Shift differentials Severance issued over time (weekly/bi-weekly)
 Overtime Other: _____

Lump Sum Payments apply: YES NO

- PTO cash-out Educational degrees
 Longevity Moving expenses
 Bonuses Sick payouts
 Merit pay Severance (if issued as lump sum)
 Job certifications Other: _____

Taxable Payments apply: YES NO

- Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)
 Prizes, gift cards Car allowance
 Personal use of a company car Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- Gun, tools, equipment, uniform Mileage reimbursement
 Phone Travel through an accountable plan (i.e. tracking mileage for reimbursement)
 Fitness Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- 457 employee and employer contributions IRA contributions
 125 cafeteria plan, FSAs and HSAs Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- Health plan, dental, vision benefits
 Workers compensation premiums Group term or whole life insurance < \$50,000
 Short- or Long-term disability premiums Other: _____

Mandatory Contributions apply: YES NO

Taxable Fringe Benefits apply: YES NO

- Clothing reimbursement Group term life insurance > \$50,000
 Stipends for health insurance opt out payments Other: _____

Other Benefits / Lump Sum Payments apply: YES NO

- Workers compensation settlement payments Other: _____

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Ypsilanti District Library

at a Board Meeting which took place on: 11/18/2020
(mm/dd/yyyy)

Authorized Signature:  _____
195ADB1E3DF74BA...

Printed Name: Lisa Hoenig _____

Title: Library Director _____

Date: November 20, 2020

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com