

Ypsilanti District Library  
Board of Trustees - Virtual Meeting  
Minutes, January 27, 2021 (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, Business Office Manager Monica Gower, IT Technician Chris Slay, Customers Services Coordinator John Connaghan, Customers Services Clerk Shane Sales, Head Youth Librarian Jodi Krahnke, Youth Librarian Psyche Jetton, Youth Para Pro Jaclyn Morrow, Talk Para Pro Slava Pallas-Brink, Michigan Avenue Branch Manager Joy Cichewicz and Youth Para Pro Madelynne Brown.

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**INTRODUCTION OF NEW STAFF**

Lisa introduced new staff; IT Technician Chris Slay, John Connaghan, Customer Services Coordinator introduced his new staff; Customer Services Clerks Shane Sales, Jodi Krahnke Head Youth Librarian introduced her new staff; Youth Librarian Psyche Jetton, Youth Para Pro, Jaclyn Morrow and Talk Para Pro Slava Pallas Brink, Joy Cichewicz Michigan Avenue Branch Manager introduced her new staff Youth Para Pro Madelynne Brown.

**ANNUAL MEETING**

**Election of Officers:**

1. President

Trustee Williams moved that President Jean Winborn remain YDL Board President for 2021. Trustee McGee seconded this nomination.

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

Nays: None

Motion passed, Trustee Winborn elected President for 2021.

2. Vice-President

Trustee Williams moved that Vice President Kristy Cooper remain YDL Board Vice-President for 2021. Trustee McGee seconded this nomination.

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

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Nays: None

Motion passed, Trustee Cooper elected Vice-President for 2021.

3. Treasurer

Trustee Williams moved that Treasurer Theresa Maddix remain YDL Board Treasurer for 2021 and Trustee McGee seconded this motion seconded this nomination.

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

Nays: None

Motion passed, Trustee Maddix elected Treasurer for 2021.

4. Secretary

Trustee Williams moved that Secretary Bethany Kennedy remain YDL Board Secretary for 2021. Trustee McGee seconded this motion.

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

Nays: None

Motion passed, Trustee Kennedy elected Secretary for 2021.

**Approval of 2020 Board Meeting Dates**

Trustee Williams moved to approve the 2021 Schedule of Library Board Meetings with the April 28 and November 17 choices selected. Trustee McGee seconded this motion. Notice enclosed.

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

Nays: None

Motion passed

**YDL 2021 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

Ann Blakeslee, EMU Rep., Co-Chair  
Kay Williams, Trustee, Co-Chair  
Christina McMullen, Camp Coord.  
Bethany Kennedy, Secretary  
Theresa Maddix, Treasurer  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Mary Garboden, Head, Outreach  
Patty Gensemer Stein, FOL 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

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Ken Schwartz, Superior Supervisor  
Lynette Findley, Superior Clerk  
Brenda McKinney, Superior Treas.  
Michelle Deatrack, Community Rep.  
Kerri Pepperman, Community Rep.  
David Rutledge, Community Rep.  
Jean Winborn – Ex-Officio

FRIENDS OF THE LIBRARY LIASON  
Brian Steimel

Appointed by Board President, Jean Winborn.

### **CONSENT AGENDA**

Trustee Kennedy moved to approve the consent agenda (December 9, 2020 Special Virtual Meeting minutes and November and December 2020 Check Registers) Trustee Williams supported this motion.

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

### **COMMUNICATION**

Lisa included an article from the law firm of Foster Swift that talks about the updates to the Open Meetings Act that allows the board to meet virtually at least until the end of March. Lisa also included a letter from the Ann Arbor Area Community Foundation announcing the new Gousseff Trust for YDL. A press release from TLN was also included regarding the incredible number of downloads from YDL's OverDrive product Download Destination. There were over a million digital books circulated.

### **COMMITTEE REPORTS**

- Superior Township Planning:
  - There is a new construction sign now at the new Superior Township library location.
  - Lisa is working with the attorneys to get the property transfer complete. They recommended a phase one environmental assessment. Lisa received the assessment from G2. They did not find anything concerning on the property itself. They did find some things on the property to the South. They recommend a further environmental assessment. If a phase two is done and it is reported to the state, the library will not be liable for any environmental issues going forward.
  
- Fundraising committee:
  - The Superior Capital Campaign is gaining nice momentum.
  - The library submitted a grant application on Friday to the Towsley Foundation.

### **REPORT OF THE LIBRARY DIRECTOR**

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

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- Lisa attended a webinar on the revision to the Library Privacy Act. It takes effect 90 days after its signing (late March). Lisa has communicated with our law enforcement partners and requested an update to our confidentiality policy from our attorney.
- The hot spot the library was gifted by Metroparks will be delivered tomorrow. They will be added to YDL's circulating collection. Some will be housed at Michigan Avenue and Superior.

**NEW BUSINESS**

- A. Resolution to designate fund balance for Superior building project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-2

January 27, 2021

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

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 2021, 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:

\$1,200,000 of these Committed funds will be placed in the Superior department of the fund.

OFFERED BY: Kay Williams

SUPPORTED BY: Brian Steimel

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

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- B. Consideration of a proposal for Water Infiltration Investigation Consulting for Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-3

January 27, 2021

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND AUTHORIZE  
THE USE OF FUND BALANCE FOR WATER INFILTRATION INVESTIGATION  
CONSULTING AT MICHIGAN AVENUE

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Whereas, the Michigan Avenue library is an historic structure with aging infrastructure and has experienced water damage from various sources over the past few years, and

Whereas, the YDL Facilities staff does their best to solve problems as they arise, but cannot know the underlying condition of pipes and drains, and

Whereas, it is in the best interest of the library to be proactive in preventing leaks and associated water damage, and

Whereas, YDL has been working with Terracon Consultants, Inc. on the Whittaker window project and finds them to be professional, thorough, and extremely knowledgeable in the area of water remediation, and

Whereas, Terracon Consultants, Inc. has proposed consulting services that would provide YDL with the information needed to tackle and repair underlying problems with the building's infrastructure, 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 consulting services at Michigan Avenue as described in a proposal dated December 7, 2020 for an amount not to exceed \$14,700.

BE IT FURTHER RESOLVED that

Up to \$7,000 from the Capital Asset Replacement fund may be used for this project, which includes a contingency of up to \$2,300 to pay a third party to scope pipes and drains.

OFFERED BY: Brian Steimel

SUPPORTED BY: Kay Williams

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

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Pat	I appreciate receiving the pamphlet about the exhibit, reading about the exhibit and looking at the exhibit. Julianne good job!
Bethany	No comments
Kay	No comments
Theresa	I'm excited that the air purification system is in place. I think if someone told me a year and a half ago we would need an air purification system I don't know how much I would have believed them. Right now, this year, I think it's really fantastic that it's in place. I also was really impressed with the video format for the exhibit. Taking something that is an interactive exhibit and translating it to an interactive video is a real talent. I thought it was very compelling. I appreciated the notices up front about sensitive content. Thank you for taking the time.
Brian	I just want to say that I am really impressed with the activity kits. I got the activity kit for Look Both Ways and the one for the exhibit was great. I have been snagging most of the kits as they come out whether they are for kids or adults. I think it's a really great way to keep involvement since we can't do in person workshops.
Kristy	No comments today
Jean	I just want to thank all the staff and Lisa for such a wonderful job. This is very hard times for us. I just brag about Ypsilanti District Library everywhere I go. Thank you!
Lisa	Thank you!

**Adjournment**

Trustee McGee moved to adjourn at 7:26 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

## Board Meetings 2021

Fourth Wednesday of the month with exception as noted. No meeting in December.

Date	Day	Time	Notes
1/27/21	Wednesday	6:30 p.m.	Annual meeting -- Virtual
2/24/21	Wednesday	6:30 p.m.	Virtual
3/24/21	Wednesday	6:30 p.m.	Virtual
4/28/21	Wednesday	6:30 p.m.	
5/26/21	Wednesday	6:30 p.m.	
6/23/21	Wednesday	6:30 p.m.	
7/28/21	Wednesday	6:30 p.m.	
8/25/21	Wednesday	6:30 p.m.	
9/22/21	Wednesday	6:30 p.m.	
10/27/21	Wednesday	6:30 p.m.	
11/17/21	Wednesday	6:30 p.m.	Third Wednesday