### CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:32 p.m.

**Attendance**

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Bethany Kennedy (7:08 p.m.) (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, Luke Downing, Clark Schaefer Hackett and Christy Havens, YDL Adult Librarian.

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Presentation:** FY 2020 Audit by Luke Downing, Clark Schaefer Hackett

### CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (January 27, 2021 Virtual Meeting minutes, and January 2021 Financials and Check Registers) Trustee McGee supported this motion.

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

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Superior Township Planning:
* Phase 2 Environmental Assessment is underway.
* The legal and design/ engineering team has completed the various easements that are needed for the property transfer. The library should be able to move forward with that shortly.
* Staff has been meeting with Dan and Jennifer the interior designer from Daniels and Zermack and to review final selections for the new library. Donors gave the library funds to make the fireplace in the new library special. The fireplace will have Motawi tiles surrounding it. The new design is close to being finalized.
* Kay, Brian, Theresa and Lisa met with Dan Whisler to discuss a new fee proposal that would amend our contract for architectural services. Dan has put in more time and effort than was initially agreed to due to various delays and hurdles, and the current contract is scheduled to end in March. This will be brought to the full Board in March for consideration.
* Fundraising committee:
* The Superior Capital Campaign continues to gain momentum. The library got some more donations and sponsorships this last month. The new total that has been raised beteen money received, money pledged and money that’s gone into the endowment for the project is about $707,000.

**REPORT OF THE LIBRARY DIRECTOR**

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

* The library has been spending a lot of time and effort trying to figure out how we can provide tax assistance safely to the most people that we possibly can. YDL Whittaker and Michigan Ave. have been approved by AARP as tax assistance sites. There are limited appointments available. The library is going to try to serve and help as many people as possible. YDL has gotten many calls from all around Southeast Michigan about appointments. The library is serving only those in the Ypsi district.
* Washtenaw County has approved a Waste Reduction Sponsorship grant that Christy Havens applied for. It is for her upcoming e-waste recycling program that takes place in May. They will pay half the cost of having the recycling truck at the library.
* Julianne got an additional large quantity of the N95 masks. A few weeks ago when she got a distribution of them YDL offered them in packs of 5 curbside. They were gone immediately. This new distribution should go quickly.

**NEW BUSINESS**

1. Acceptance of FY2020 audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-4

February 24, 2021

RESOLUTION TO ACCEPT THE FISCAL YEAR 2020 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2020 as presented are accepted.

OFFERED BY: Kay Williams

SUPPORTED BY: Kristy Cooper

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

1. Consideration of a resolution to open a brokerage account with TD Ameritrade

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-5

February 24, 2021

RESOLUTION TO AUTHORIZE OPENING A TD AMERITRADE BROKERAGE ACCOUNT

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Whereas one of the goals of the Ypsilanti District Library’s strategic plan is to “Expand Fundraising Capabilities,” and

Whereas, the Library would like to be able to accept gifts of appreciated stock directly, and

Whereas, this requires a brokerage account, and

Whereas, most brokers charge regular fees that would diminish returns given the infrequent nature of the Library’s stock gifts, and

Whereas, the lowest-cost option is to open an online account with TD Ameritrade, with which YDL’s Board Treasurer, Business Office Manager, and Accountant are all familiar, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to open a brokerage account with TD Ameritrade.

OFFERED BY: Kay Williams

SUPPORTED BY: Theresa M. Maddix

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

1. Consideration of a resolution to purchase custom light fixtures for the Whittaker adult area study tables

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-6

February 24, 2021

RESOLUTION TO PURCHASE CUSTOM LIGHT FIXTURES FOR THE WHITTAKER ADULT AREA STUDY TABLES

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Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, the current table lighting in the Whittaker adult area is inadequate and does not offer power and data ports users desire, and

Whereas, the Library budgeted to replace the table lighting this fiscal year, and

Whereas, the Library Director has researched a variety options and recommends the custom fixtures proposed by Enlighten, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the custom light fixtures specified on the attached quote be acquired for a total cost of $13,889.

BE IT FURTHER RESOLVED that

$3,889 from the Capital Asset Replacement Fund shall be allocated for this project.

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Bethany Kennedy

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

1. Consideration of a resolution to purchase a subscription to Communico for Libraries' Attend and Reserve modules

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-7

February 24, 2021

RESOLUTION TO PURCHASE A SUBSCRIPTION TO COMMUNICO FOR LIBRARIES’ “ATTEND” AND “RESERVE” MODULES

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Whereas, the Ypsilanti District Library strives to provide high quality and user-friendly technology services to its patrons, and

Whereas, YDL’s current event registration and room reservation system is difficult to use, does not perform reliably, and is up for renewal, and

Whereas, Communico for Libraries provides a solution that is built for a library environment, comes highly recommended, and is the YDL staff’s choice for a replacement product,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Communico for Libraries Attend and Reserve module subscription and set-up fees of $10,000 are approved for purchase.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Brian Steimel

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

**BOARD MEMBER COMMENTS**

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| --- | --- |
| **Trustee** | **Comment** |
| Kay | Julianne, I love your sparkle committee. I think that’s the neatest thing. I love that it seemed like everyone chipped in things from cleaning to getting things ready. Doing things that normally staff would do not do. It seems like everyone chipped in and helped. I commend them all and I love the idea that they all are sparklers.Can you get Scott to get a better printer for his report. I don’t have any problem reading it normally but if I try to read it on my tablet it’s the most awful print in the whole world. Some of the letters in his font don’t come throughI have just been reading through all the things that you guys do there and It makes me so proud. You all have been so creative in this time of the pandemic. You’re always creative but now you’ve had to go really over the top and I think you’re all just wonderful. Thank you for being part of your community and my community and doing this for all of us. |
| Kristy  | No Comment  |
| Theresa | Kay stole some of my thunder. Thank you to the sparkle team! Kay what you said I second all of it. I also would like to thank the Library staff for going above and beyond with the tax preparation. I think that’s a tremendous service. As was noted in the report I think it’s especially important because there are so many services that are unable to help this year. So thank you for figuring out how to help the people that you are able to help. |
| Pat | No comments |
| Brain | No comments |
| Bethany  | I wanted to echo what Theresa said. Reading through the packet the tax assistance really seems like a huge undertaking for everyone. It’s really needed in our community and I’m so happy that we are able to do something there. |
| Jean | The library just goes over and above. I’m working very closely with someone; a resident near the Michigan Ave branch. The library has just gone over and above helping her. I really really appreciate you Lisa. I appreciate you Julianne. Tell the staff I just love them all. Thank you so much. Just think that you can invent some way for people to get their taxes done. They were so disappointed last year. There were a lot of people that were really disappointed and you figured out a way to do that. I want to thank you for that. I went on the virtual tour today but I got thrown off the iPad so I’m going to go back on there. |
| Lisa | Thank you for all of the kudos. I’m going to be in touch with you Jean, Kristy, Bethany and Theresa about the TD Ameritrade account so we can get it done.  |

# Adjournment

Trustee Kennedy moved to adjourn at 7:34 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.