

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, March 24, 2021 (Approved)

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. Add an item of new Business F, Discussion of virtual vs. in person meeting options. Trustee Maddix supported this motion.

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (February 24, 2021 Virtual Meeting minutes, and February 2021 Financials and Check Registers) Trustee McGee supported this motion.

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

COMMITTEE REPORTS

- Policy Committee:
 - Committee met a couple of weeks ago to address the Confidentiality and Gifts policies.
- Fundraising committee:
 - The Superior Capital Campaign is now at \$1,510,073.84. Which is more than three quarters of the way to our goal. Some of this is in pledges and grants that have not been received. Not all of the money is in the bank but it has been promised to the library.
- Superior Township Planning:
 - G2 Consulting finished phase two of the environmental assessment. There is nothing alarming that would require any actual cleanup. They did find high levels of arsenic and chromium in the soil. High levels of arsenic can occur naturally but to be safe G2 recommended the library file a Baseline Environmental Assessment and Due Care Plan with the state. This will document the state of the property at the time and remove the library

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from any liability. G2 assured Lisa that arsenic does not contaminate food that is grown in the soil.

REPORT OF THE LIBRARY DIRECTOR

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

- The flood at Whittaker is not a good situation. Sometime after staff left Sunday a valve in the boiler room sheared off the boiler. It was fresh water and had free flow. It was not discovered until morning. There was standing water in the boiler room that came through to the second and first floors. A number of workstations were destroyed and a number of computers, electronics, office furniture and carpet. The insurance adjuster was out today. We have temporarily dropped out of Melcat because those who process these requests are impacted. We will restore this service as soon as possible.
- Terracon will be out next week to perform the Michigan Avenue water remediation investigation to look at the water problems at Michigan Ave. Weather permitting they will begin Monday.
- The lockers at Superior are not functioning and cannot be repaired. The library has begun looking and talking to vendors about different outdoor locker options that can be installed and eventually moved to the new library.
- The library is having an eWaste Recycling event on May 8th. The Washtenaw County waste reduction sponsorship that was approved and will cover half the cost of the service has been approved for three years. If this is a successful event and YDL decides to repeat it the library will get more money for cost sharing from the county.

NEW BUSINESS

- A. Consideration of an Addendum to Architect's contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-8

March 24, 2021

**RESOLUTION TO AMEND THE CONTRACT WITH DANIELS & ZERMACK ARCHITECTS
FOR SERVICES RELATED TO THE DESIGN AND CONSTRUCTION OF A NEW SUPERIOR
LIBRARY**

Whereas, the Ypsilanti District Library will construct a new Library in Superior Township, and

Whereas, the Library Board of Trustees wished to have a trusted and experienced architect leading the project, and engaged Dan Whisler of Daniels & Zermack Architects in December 2018, and

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Whereas, an expansion of the project scope from 6,000 square feet to nearly 8,000, extensive delays, and a resulting construction budget increase prompted discussions of a contract amendment to adjust the architect's fees and project duration, and

Whereas, Dan Whisler has presented a proposal to the Board which has been reviewed by the Board Treasurer and Superior Building Committee, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby accepts the terms of the proposed amendment to the contract with Daniels & Zermack Architects for services related to the design and construction of a new Superior library.

OFFERED BY: Kay Williams

SUPPORTED BY: Theresa M. Maddix

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

B. Consideration of a proposal to replace the Whittaker Adult area reflector lights

Trustee Steimel moved to table the motion until the April 28, 2021 board meeting so that all board members have a chance to look at the reflector lights. Trustee Kennedy supported this motion

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

Nays: None

Motion Tabled.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-9

March 24, 2021

RESOLUTION TO APPROVE PURCHASE OF REPLACEMENT FIXTURES FOR THE
WHITTAKER ADULT AREA REFLECTOR LIGHTS

Whereas, the reflector lights at the Whittaker Road Library are noisy and expensive both to operate and to replace when they burn out, and

Whereas, these lights were targeted for upgrade to LED starting with the 2019 fiscal year budget to minimize cost and other issues, but suitable replacements could not be identified, and

Whereas, Enlighten has proposed two different options for replacement which are viable, and

Whereas, a sample of each option is to be installed prior to consideration of this resolution, and

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Whereas, Trustees, staff, administration and architects' feedback on the results have been solicited,
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Director is authorized to waive the bid process and engage Enlighten to order and install lighting as follows, for a total cost not-to-exceed \$60,000:

- ☐ 33 retrofit lights
- OR-
- ☐ 33 post-top lights
- AND-
- ☐ Restore 119 spot lights

IT IS FURTHER RESOLVED that the Director is authorized to obtain additional quotes to move the stack shelving lights to accommodate this work, and to accept the low bid.

IT IS FURTHER RESOLVED that up to \$50,000 from the Capital Asset Replacement Fund may be utilized for this project.

C. Revision to policy D6: Confidentiality Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-10

March 24, 2021

RESOLUTION TO REVISE POLICY D6: CONFIDENTIALITY POLICY

Whereas, the Ypsilanti District Library's Policy D6 sets forth guidelines to preserve the confidentiality and privacy of Library Records to the fullest extent permitted by law, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, Policy D6 was last revised in July 2006, and

Whereas, the Michigan Library Privacy Act was amended in late 2020, and the changes take effect later this month, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy D6: Confidentiality Policy is approved.

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OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

D. Revision to policy E3: Gifts Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-11

March 24, 2021

RESOLUTION TO REVISE POLICY E3: GIFTS POLICY

Whereas, the Ypsilanti District Library's Policy E3 sets forth guidelines for the acceptance of gifts,
and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed,
and

Whereas, the Library Board approved opening a brokerage account to accept gifts of stock, and
desired to reflect in the policy that all such gifts would be immediately sold for their cash value,
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy E3: Gift Policy is approved.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kristy Cooper

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

E. Acceptance of real estate: 1900 Harris Road

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-12

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RESOLUTION TO ACCEPT THE PARCEL OF REAL ESTATE KNOWN AS 1900 HARRIS
ROAD, SUPERIOR TOWNSHIP, MICHIGAN

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Whereas, the Ypsilanti District Library wishes to construct a new Library in Superior Township, and

Whereas, on December 21, 2020, the Superior Township Board of Trustees resolved to sell the property at 1900 Harris Road to the Library for this purpose for \$1.00, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library accepts the property described on the attached warranty deed, and the Library Director is authorized to negotiate and execute all closing documents related to the property transfer.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

F. Discussion of Virtual vs. In person meeting options

Trustee Williams moved that the Board go month to month to decide whether meetings will be virtual or in person. Trustee McGee supported this motion

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

Nays: None

Motion passed.

BOARD MEMBER COMMENTS

Trustee	Comment
Pat	No Comment
Kay	I want to thank Scott for his report. Now I can read it.
Bethany	I'm excited for the groundbreaking
Brian	No comments
Theresa	I would like to thank Jodi for her discussion in the packet about the six Dr. Seuss titles. I found it very well written. I was very pleased to see the consideration that the Ypsilanti team is giving. Not just saying "oh these six books are a problem", but really seeing a broader problem. I think that speaks to some of the initiatives that the EDI team is doing and some of those other initiatives. I look forward to the blog posts on collection development and the decisions that were made in that process.
Kristy	No comments
Jean	I want to thank the library for their wonderful work. For getting people to get their income taxes done and for the n95 masks that they passed out. Our staff is absolutely wonderful. Thank you! Thank you, Lisa, thank the whole staff. I really appreciate the library.
Lisa	No comment

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Adjournment

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

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

Nays: None

Motion passed.