### 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, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian and Facilities Manager Jim Reed.

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda with the following revision. Add an item of new business F. Decision to hold the May 26th board meeting virtually. Trustee McGee supported this motion.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Presentation:** 2020 Annual Report by Sam Killian, Community Relations Coordinator

### CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (March 24, 2021 Virtual Meeting minutes with a correction in the minutes to the E-waste event date to May 8th, and March 2021 Financials and Check Registers) Trustee Kennedy supported this motion.

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

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Friends of the Library:
* The 2021 budget has been approved with $18,000 allocated for the library.
* FOL elected officers. President-Marci Kinsey, Vice President- Carole Pennington, Secretary-Bob Ferrett, Treasurer-Penny Blodgett
* FOL will be participating in the Electronics Recycling at Whittaker Road on Saturday, May 8 from 10am – 1pm.
* They will hold a pop-up Book Sale outside at Whittaker Road on Friday, June 6 from 10am-1pm.
* Fundraising committee:
* YDL has now raised $1,514,274 total for the Superior Capital Campaign. Of that amount $729,171 of those dollars are in pledges or parts of grants yet to be received.
* Lisa received the first quarter 2021 reports and the investments at the Community Foundation did extremely well.
* The library received the stock gift yesterday through the new TD Ameritrade account. Lisa will sell it in the next couple of days.
* The Young family: “Next Chapter Challenge” is set to go. It will launch on June 1st. Lisa will have more info soon. The public campaign will begin June 1st.  Information will go in the Loop, with the annual report mailing, and on the crowdfunding page and YDL website.
* Superior Township planning:
* The library now owns the land on Harris road, YDL closed on the property 3/29/21. The easements are signed, sealed, and filed with the county.
* Lisa is waiting on news on the Harris Road widening project. OHM has gotten approval from the Road Commission. OHM hasn’t given any more information regarding the timeline or when they are bidding, it should be coming soon.
* Lisa has been working with several different parties who are interested in seeing a safe crosswalk at the intersection of Harris and MacArthur. The township has gotten the go-ahead to do a traffic study at that corner.

**REPORT OF THE LIBRARY DIRECTOR**

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

* YDL has gotten a new grant to fund a rain garden at Whittaker. It was announced yesterday. It will be down further south of the current garden. There will be directional signs.
* Lisa and Jim had a virtual meeting with Terracon regarding the water remediation field work at the Michigan Avenue branch. They showed them a preliminary two-phased approach to solve the problems that they found during the investigation. There is going to be drain scoping done to make sure there aren’t any other things they should be considering as they make these recommendations. They are going to look at cost estimates for the work they have proposed. They would not be performing the work it would be bid. They are going to third parties for estimates.
* Lisa is also planning on talking to O’Neal Construction and Terracon regarding the results that were found from the Whittaker window repair project that took place last fall and beginning of the winter. Lisa thinks there is good data collected on where the water is still coming in. Lisa would like to get a recommendation from them on the next phase the library should look at.
* The bookmobile is back on the road. They are doing a curbside delivery stop route. There have been varying results at each route. They knew it would start out slow because it is something new and different It will take time for those who use the bookmobile to find it. Lisa is looking forward to expanding service to additional patrons.
* YDL did a pop-up browsing and check out event yesterday 4/27 at Whittaker because it was so lovely outside. It was from 2pm-5 pm, 42 people attended, 68 items were checked out. YDL plans on doing more pop-ups when the weather is good.

**OLD BUSINESS**

1. Whittaker adult area lighting replacement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-9

April 28, 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

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 post-top lights**

 -AND-

**Restore 119 spot lights**

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

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Bethany Kennedy

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

**NEW BUSINESS**

1. Approval of initial group of construction bids and alternates

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-13

April 28, 2021

RESOLUTION TO APPROVE RECOMMENDED CONSTRUCTION BIDS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The bids outlined in Subcontractor Recommendation Letter #1 from O’Neal Construction, dated April 22, 2021, are approved.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-18

April 28, 2021

RESOLUTION TO APPROVE SUPERIOR CONSTRUCTION ALTERNATES

#1 AND #2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, public input has shown a strong desire for a drive-up book return at the new Superior library, and

Whereas, a North driveway extension would allow school buses and the bookmobile to access the parking lot, and

Whereas, the Ypsilanti District Library requested bids for the Superior Library construction project, and these two pavement alternates were offered, and

Whereas, the Library has stated these items would be added if the budget allowed, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that bid alternates #1 and #2 are approved for a total cost of $60,510.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

1. Resolution to authorize the Building Committee to approve future bids

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-14

April 28, 2021

RESOLUTION TO AUTHORIZE THE BUILDING COMMITTEE TO APPROVE FUTURE BIDS FOR THE SUPERIOR CONSTRUCTION PROJECT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Superior Building Committee is hereby authorized to approve construction bids and change orders for the Superior construction project from this date through its completion.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

1. Proposal to purchase new patron pick-up lockers for Superior

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-15

April 28, 2021

RESOLUTION TO PURCHASE NEW PATRON PICK-UP LOCKERS FOR SUPERIOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the Ypsilanti District Library strives to provide high quality services, and

Whereas, the after-hours pick-up lockers at Superior have ceased functioning, and

Whereas, the Superior lockers are heavily used, and are especially needed during the pandemic closure, and

Whereas, the Head of Outreach researched options and solicited quotes for replacement lockers that could be relocated when the new Superior library opens, and

Whereas, following her research, Mary recommended purchase of the LEID SmartAxess 10-door system with control unit, and

Whereas, YDL received a $10,000 operational support grant from the DTE Energy Foundation, to be used to support Covid-era services at the current Superior library, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the recommended locker system specified on the attached quote be acquired from LEID Products LLC, for $14,905, and

IT IS FURTHER RESOLVED THAT $10,000 of this purchase come from the DTE grant and the remaining $4,905 come from the Superior Construction Fund.

OFFERED BY: Brian Steimel

SUPPORTED BY: Kay Williams

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

1. Proposal to purchase new staff computers

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-16

April 28, 2021

RESOLUTION TO PURCHASE NEW STAFF COMPUTERS AND SUPPORT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the Ypsilanti District Library strives to provide high quality tools for staff to use in service to its patrons, and

Whereas, the current staff computers are more than 6 years old and no longer covered by warranty, and

Whereas, the Library budgeted to replace these computers this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited three quotes for the desired computers and support, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quotes be acquired from the low bidder, Insight Public Sector, for $44,549.10.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

1. Resolution to enter into online banking agreements with 5/3 Bank

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-17

April 28, 2021

RESOLUTION TO ENTER INTO ONLINE BANKING AGREEMENTS

WITH 5/3 BANK

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the Ypsilanti District Library banks with a number of financial institutions, including 5/3 Bank, and

Whereas, 5/3 Bank requires Board approval of the Master Treasury Management Agreement and Online Channel Access Agreement prior to granting access to a more robust online banking system, and

Whereas, this system would benefit YDL by making more efficient use of staff time and resources and allowing for the required two signatures on ACH and wire transactions, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library Director is authorized to enter into the Master Treasury Agreement and Online Channel Access Agreement with 5/3 Bank.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Brian Steimel

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

1. Decision to hold the May 26th board meeting virtually.

Currently the library is not open so the May 2021 meeting will have to be held virtually.

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Bethany Kennedy

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

**BOARD MEMBER COMMENTS**

|  |  |
| --- | --- |
| **Trustee** | Comment |
| Kay | The groundbreaking was fantastic. Everything went perfectly. Your staff did just wonderful things. I don’t know if I ever been as good of a groundbreaking. It was fun. It wasn’t horribly long; the speeches were good I loved having the little girl; there. You did well. Secondly how the staff has handled the flood was incredible. I came there two days after. It was horrible. Staff was still doing their jobs. They were coping with it. They are to be commended. Coming to work every day to that would be horrible. Commend the staff for me. I would also like to thank the board for letting Brian and I make the decision for the new building. It was good of you to trust us to do that, and we will do the very best we can. Thank you! |
| Pat | I will reiterate the groundbreaking was a very good move. I don’t how you did it with the weather that day. You called in some favors from somewhere. It was a wonderful day. Thank you! |
| Theresa | I’d like to third I guess or echo the remarks about the groundbreaking. I thought it was fantastic. Jean your remarks were spectacular. Thank you for making those remarks. They’ve stayed with me. I also am really pleased and would like to thank the library team for pulling the local music separately. I thought that was a phenomenal idea. I frequently am interested in local music, and this will make it a lot easier to find what I haven’t listened to.  |
| Bethany  | Well, I am so sorry I was home sick with covid that I couldn’t make it to the groundbreaking. I thought the livestream was a great idea, I didn’t think that I was going to have to use that. When you’re talking about accessibility and how some of these programs are bringing the library to people. I would not have been able to participate at all if it weren’t for that. I wasn’t there in person. I got to listen to all the wonderful speeches and see the wonderful set up and kind of share in that celebration. So that was really really wonderful. As I was going through the department reports; the LNGO crafternoons when they made those sugar eggs. The report said something about many seniors having fond memories. I thought oh I remember making those, I guess I’m a senior now.  |
| Brian | I was really impressed with the article about Ypsi Writes. I devoured the whole article. I think it indicates a couple of things; it indicates the high level of collaboration we have in the community. The high level of professionalism we have in the programs we provide. The excellent amount of assesment we’re doing in terms of those programs. I mean I’m really interested in writing in general anyway. The collaboration with Eastern and the writing center having been in my former work was kind of touching. Just seeing that article spelling it all out and our relationship in the community I thought was excellent |
| Kristy | I want to echo that I also thought that the groundbreaking was a fantastic event and a good beginning for the future of that library building. I appreciate Sam’s annual presentation of the annual report. I am hoping that we can soon talk about reducing our quarantine times for items. With all the studies coming out about transmission and how low it is that Covid stays on physical materials. A lot of other local libraries are down to just one day versus three so we can get things to people faster again.  |
| Jean | Something that I left out of my presentation when the Ann Arbor District Library first split away from the schools. I checked out so many books at that library that I was picked to be on the board. It was important to be them, what is important is superiors’ library. I want to tell you something Kay Williams is glue, she’s masking tape, she’s Velcro. She was there for the very beginning of Superior. There was a complete breakdown between the township and the library there were bitter feelings, and she got a community meeting organized. Kay, I tell you I really appreciate you. And then Lisa, you coming in as a new library director and patching it up. If it not been for Kay and Lisa, we would not be looking at a new library. Kay, I appreciate you so much. I can’t think of anybody better than Kay and Brian to approve the building construction contracts. Kay, I thank you so much from the bottom of my heart. When talks broke down between the library and the township. Kay got Rutledge to come in and do a community forum. I thank you so much Kay, thank you and thank you Lisa. Thank you! Both of you, the two of you and the whole library board too.  |
| Lisa | No comments |

# Adjournment

Trustee Williams moved to adjourn at 7:48 p.m. Trustee Cooper seconded this motion.

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

Nays: None

Motion passed.