### CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:33 p.m.

**Attendance**

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Michigan), Kristy Cooper (Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (6:52 p.m.) (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 and Capital Campaign Coordinator Chris McMullen (6:51 p.m.).

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

### CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (April 28, 2021 Virtual Meeting minutes, and April 2021 Financials and Check Registers) Trustee Williams supported this motion.

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

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Superior Township planning:
* Construction started today.
* The Bid opening for the road project is tomorrow. OHM did not receive any bids the first time. Companies were too booked. They are rebidding the project with an August start in mind.
* Fundraising committee:
* YDL has now raised $1,516,792 total for the Superior Capital Campaign. Of that amount $875,000 are pledges or parts of grants yet to be received.
* The library is excited to get the Crowdfunding “Next Chapter Challenge” started on June 1st. Letters were sent out with the annual report last week. The letters encouraged people to donate and get in on June 1st to help with the crowdfunding campaign.
* *The Loop* is being delivered to the post office tomorrow. The cover is all about the groundbreaking and Capital Campaign launch.
* Lisa is working on an application to Debbie Stabenow’s office for Federal Appropriation to cover the cost of the road project. Superior Township will be the applicant. Ken Schwartz and Brenda McKinney are going to review and add to the application. Lisa is hopeful it will attract their attention.
* Friends of the Library:
* They are getting better at Zoom.
* The Friends pledged $18,000 to YDL. The YDL staff is planning to use it on many good things that will benefit the public.
* The Friends have not been getting many membership renewals. There have been thoughts about lowering the membership cost from $10 to $5.
* The Friends were good troopers with the electronic recycling. They helped out, controlled traffic, directed patrons and collected donations. They will be helping at the next recycling event as well.
* The Friends are going to have a pop sale on Friday June 4th from 10am – 1pm. They will bring material out on carts and when it sells out they will restock it.
* They are working their way towards accepting donations again. They are anxious to get back to their Friends role.

**REPORT OF THE LIBRARY DIRECTOR**

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

* Lisa is planning to bring everyone back to work at the library fulltime on June 14th. At that time the library will expand hours back to normal. What reopening will look like is yet to be determined. The reopening work group will be meeting tomorrow.
* The quarantine period for materials has been reduced from three days to one. This is a benefit for patrons. They can get their material sooner.
* In *The Loop* YDL has vague information about reopening. The library will broadcast far and wide once details are determined.
* YDL presented in a TALK webinar yesterday to Michigan libraries courtesy of Library of Michigan. There are 85 libraries signed up for opting into TALK to provide it to their patrons and manage and promote at their library. People from anywhere in Michigan can subscribe to TALK but if a library is associated with it the library will get more exposure for their programming and make it more publicized to people in their areas. YDL’s goal is to have every library in Michigan subscribe to TALK. They have been strategizing on ways to recruit more libraries to do so.

**NEW BUSINESS**

1. Approval of 2021 L-4029 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-19

May 26, 2021

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2021

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Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2021 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Kristy Cooper

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

1. Budget amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-20

May 26, 2021

RESOLUTION TO AMEND THE 2020-21 BUDGET

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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, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2021 be amended as presented.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

1. Consideration of a proposal for professional services for Whittaker parking lot phase III

reconstruction

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-21

May 26, 2021

RESOLUTION TO APPROVE A PROPOSAL AND AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES FOR CONSTRUCTION ADMINISTRATION SERVICES FOR WHITTAKER ROAD PARKING LOT RESTORATION PHASE III

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Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost or larger-scope building maintenance projects necessary from time to time, and

Whereas, the condition of Whittaker Road’s aging pavement and its underlying infrastructure is a complex, ongoing issue, and

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road in 2017, and

Whereas, this plan allowed BRI to expediently develop a bid proposal package for the high-priority traffic circle in 2017 and was intended to help the library wisely budget and prioritize future work, and

Whereas, YDL is now considering repair and replacement of parking lot Phase III, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Beckett and Raeder, Inc. for Whittaker parking lot Phase III construction administration services.

BE IT FURTHER RESOLVED that:

Up to $8,600 from the Capital Asset Replacement Fund is allocated toward these services.

OFFERED BY: Kay Williams

SUPPORTED BY: Theresa M. Maddix

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

1. Approval of Whittaker curtain wall windows remediation phase II

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-22

May 26, 2021

RESOLUTION TO AUTHORIZE THE COMMENCEMENT OF PHASE TWO WHITTAKER CURTAIN WALL WINDOW REMEDIATION WORK AND USE OF CAPITAL ASSET REPLACEMENT FUND MONIES FOR THE PROJECT

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Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, the Whittaker Road Library windows have leaked since the building opened, and

Whereas, a consulting team assembled by Architect Betsy Baird of O’Neal Construction investigated the cause in 2019 and proposed several options to remedy this problem, and

Whereas, the YDL Board considered options and preferred a phased approach to repairs, and

Whereas, using design specifications prepared by Terracon, Inc., O’Neal Construction solicited bids from qualified subcontractors of various trades to perform phase one of the work, which was completed in 2020, and

Whereas, a public bid opening was held on June 23, 2020, and the low bidder for Glazing was Glasco, who performed the work satisfactorily and submitted a quotation that included future phases, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage O’Neal Construction, Inc. for project management services, including administering the Glasco subcontract.

BE IT FURTHER RESOLVED that

An amount not to exceed $85,000 from the Capital Asset Replacement Fund shall be allocated to this phase of the project.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

1. Approval of a 2021 MCACA capital improvement grant application

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-23

May 26, 2021

RESOLUTION TO APPROVE THE SUBMISSION OF A 2021 MCACA CAPITAL IMPROVEMENT GRANT APPLICATION

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BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Capital Improvement Program grant application presented by Capital Campaign Coordinator Christina McMullen is approved for submission to the Michigan Council for Arts and Cultural Affairs.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Patricia Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

1. Decision to hold the June 23 Board meeting virtually

OFFERED BY: Kristy Cooper

SUPPORTED BY: Patricia Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

**BOARD MEMBER COMMENTS**

|  |  |
| --- | --- |
| **Trustee** | Comment |
| Kay | I have a question for Lisa. When TALK goes out to the libraries in the state are the things that they’re using for the TALK program being done at our library? |
| Theresa | I want to thank the staff for continuing to be innovative. Each month I’m noting that the staff is so innovative. It continues to be the case. What really struck me this month was the image that the library member submitted with their ankle bracelet and their dog. Those kits are fantastic. To me that is a symbol of innovation that is caring and useful in a time of pandemic. Thank you to the team for continuing to be excellent in every way. |
| Pat | No comments  |
| Kristy | I just wanted to say I really appreciated the Capital Campaign video you showed us.  |
| Brian | I want to agree with Theresa. I have been really impressed with the kits still. I have been working through the writing prompt kit. Its delightful. I’m coming up with ideas for writing I never thought about. I agree with Theresa the kits and stuff like that continue to be excellent. |
| Jean | I just would like to say again thank you to the library, Lisa and the staff for being so wonderful during this very tough time. I’m so very proud of our library, staff and board. Thank you! |
| Lisa | TALK sends parents of children 5 and under 2 text messages a week of suggested activities to do with their child to help prepare their child for school. Libraries that participate have the ability to add up to two texts per month about local programs that might be of interest to parents of young children. |

# Adjournment

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

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

Nays: None

Motion passed.