### CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: Kay Williams (joining from Zoom from Washtenaw County, Superior Township, Michigan due to a broken leg), Theresa M. Maddix, Jean Winborn, Brian Steimel, and Patricia Horne McGee, Bethany Kennedy and Kristy Cooper (6:31 p.m.)

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 addition of New Business D Resolution to authorize the addition of window cleaning to phase two Whittaker curtain wall window remediation work.

Trustee Maddix supported this motion.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

### CONSENT AGENDA

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

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

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Friends of the Library:
* Met on Monday. Monetarily they have about $30,000 in the bank. Recently they paid the library $1022 for children’s programs, general programs and Summer Challenge. They also donated $1,000 to the Next Chapter Campaign. They have made a weekly average of $300 in store since opening. Online sales are doing well. FOL is ordering a Square so that they can process credit cards. They will be participating in the document shredding event this Saturday 8/28/21 from 10 a.m. – 1 p.m. The fall book sale will be Sept 23rd -26th in the Community Room. The holiday book sale is on 11/20 in the community room from 11 a.m. -4 p.m.
* Fundraising committee-

Lots of activity. The library had raised $1,658,487.57. Less than $350,000 to go to YDL’s two-million-dollar goal. Currently on the crowdfunding page there is a challenge to raise $25,000 for the opening day collection of picture books. Starting October 1st, YDL will have another matching challenge for $100,000. Lisa also advised that the library received an unexpected legacy gift from David C. Boyd. He put the library in his will in 2003 and he passed away in 2020. He left the library $10,000.

* Superior Township planning- Diversified installed the sanitary sewer line under Harris road. They will now work to extend water and sewer across the site. Lisa attended the first bi- weekly construction site meeting this morning. She was able to walk the site with the architect and construction management team.
* Facilities Committee- Met this month. The bookmobile is back on the road after a lengthy wait to fix some electrical issues and replace seat belts. The Whittaker adult area study table lamps are in route and should be delivered next week.
* Personnel - Shania Zwalesky was promoted to Full time Clerk at Michigan Ave following the departure of Dee Sharpe. Shania’s previous part time position has been posted.

**REPORT OF THE LIBRARY DIRECTOR**

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

* The library is following MIOSHA Guidance. Requiring staff to wear masks in public areas. The library is also encouraging patrons to do the same but it is not mandated. The library convened a small group to consider reopening Superior. Given the activity of the Delta Variant the idea has been tabled for now. The idea will be reconsidered monthly until we feel it’s safe to open.
* The library will have a flu shot clinic for YDL staff, friends and trustees on September 29th from 1-4 pm.
* Board study sessions with fundraising coach Patricia Berry will take place on Wed Sept 8 and Wed Oct 13th from 6:30pm to 8:00 pm.

**NEW BUSINESS**

1. Discussion of Michigan Avenue water infiltration investigation report.

The facilities committee met to discuss this report. Everyone agreed that Alternate Phase 1 was the best course of action to get started. It will tackle the main findings and give the library some time to decide how to proceed.

1. Consideration of a proposal for construction administration services from Terracon Consultants, Inc.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-27

August 25, 2021

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND AUTHORIZE THE USE OF FUND BALANCE FOR WATERPROOFING REMEDIATION PHASE 1 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, YDL engaged Terracon Consultants, Inc. to perform a water infiltration investigation and recommend a phased approach to solutions, and

Whereas, the YDL Facilities Committee recommends undertaking Waterproofing Remediation Alternate Phase 1 as outlined in the water infiltration investigation report, and

Whereas, Terracon has provided a proposal for Limited Building Enclosure Consulting Services for this phase of work, 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 August 20, 2021, for an amount not to exceed $26,400.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for this project.

OFFERED BY: Brian Steimel

SUPPORTED BY: Bethany Kennedy

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

1. Discussion of awarding a contract to conduct a compensation study

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-28

August 25, 2021

RESOLUTION TO AUTHORIZE THE PERSONNEL COMMITTEE TO AWARD A CONTRACT TO CONDUCT A COMPENSATION STUDY

Whereas, the Ypsilanti District Library strives to attract and retain a high-quality, diverse workforce, and

Whereas, YDL would like to conduct a compensation study as the first step in moving toward a more competitive salary structure, and

Whereas, compensation study proposals were solicited from three consulting firms, but questions remain, and

Whereas, the Personnel Committee would like to conduct interviews to determine whether to accept one of these proposals or solicit more, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Personnel Committee is hereby authorized to conduct consultant interviews and award a contract to conduct a compensation study for a fee not-to-exceed $10,000.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

1. Authorize the addition of window cleaning to phase two Whittaker curtain wall window remediation work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-29

August 25, 2021

RESOLUTION TO AUTHORIZE THE ADDITION OF WINDOW CLEANING TO PHASE TWO WHITTAKER CURTAIN WALL WINDOW REMEDIATION WORK

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Whereas, on May 26 the Ypsilanti District Library Board of Trustees authorized the Library Director to engage O’Neal Construction, Inc. for project management services, including administering the Glasco subcontract for Whittaker curtain wall window remediation Phase 2, and

Whereas, an amount not to exceed $85,000 from the Capital Asset Replacement Fund was allocated to this phase of the project, and

Whereas, the Library desires to add cleaning of window bays 4 and 5 to the project to allow for effective adhesion of the waterproofing products applied, and

Whereas, three quotations were solicited by O’Neal Construction, and the low bid from Allied is expected to be recommended following scope review, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The not-to-exceed amount for Whittaker windows Phase 2 is adjusted to $88,000 to accommodate window cleaning work.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Patricia Horne McGee

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

**BOARD MEMBER COMMENTS**

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| --- | --- |
| **Trustee** | Comment |
| Brian | I am just really happy to see that the building is opening up. When I read in the packet that there were 70 participants at the Stem bubble event; that made me very happy. Just seeing that we have that many people for one event made me very happy. Plus, I love being able to browse the shelves again. |
| Bethany  | No comments |
| Pat  | No comments |
| Kay  | I want to thank you all for letting me not have to come tonight. I actually broke my leg. I did it last week. Today I got the boot. There was no way I could come to the meeting. I appreciate you letting me do this. I will try really hard to do some healing in the next two weeks. |
| Kristy | No comments |
| Theresa  | No comments |
| Jean | Thank the staff, Lisa, everybody, for a wonderful opening of the library. Everybody that I speak to is excited. It feels like were moving closer to normal. I’d like to thank the library staff. |
| Lisa | I want to remind everybody that we are meeting in two weeks on September 8th here in the board room.  |

# Adjournment

Trustee Maddix moved to adjourn at 7:41 p.m. Trustee McGee seconded this motion.

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

Nays: None

Motion passed.