### CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: Theresa M. Maddix, Jean Winborn, Brian Steimel, Kay Williams, Patricia Horne McGee, Bethany Kennedy and Kristy Cooper (6:32 p.m.)

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Jodi Krahnke, Angie Martin-Schwarze

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Introduction of new staff:** Jodi Krahnke, Head of youth services introduced Angie Martin-Schwarze,

### YDL’s new TALK Project Para- Professional.

**Audit Presentation:** Luke Downing, Clark Schaefer, Hackett

### CONSENT AGENDA

Trustee Winborn moved to approve the consent agenda (Feb 23, 2022 Regular meeting minutes, February 2022 Financials and Check Registers). Trustee Kennedy supported this motion.

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

Nays: None

Motion passed.

**COMMUNICATION**

Lisa was happy to get the Service population report that was included in the packet.

**COMMITTEE REPORTS**

* Personnel Committee
  + Lisa and Julianne have completed their work with Element One on a compensation study for the library.
  + Lisa will be meeting with the personnel and finance committees and board president regarding the report.
* Friends of the Library
* The Friends will participate in the E-Cycle event on Saturday, April 23, from 10 a.m. -4 p.m.
* Shop impacted by weather, closed 4 days.
* There will be a pop-up sale in the Whittaker Rd. lobby March 26th from 11 a.m. -3 p.m. They are looking at future dates.
* Fundraising
  + YDL received a grant through the United Way of Southeast Michigan. The library will receive 24 Chromebooks and 2 charging carts. They are to be split between Michigan Ave and Superior.
  + YDL received a grant from the Mullick Foundation, it is for $10,000 toward the new Superior Kitchenette.
  + The total received toward the new Superior that is already in hand is $989,375.33. The grand total including pledges and grants not yet received is $1,736,591.65.
* Superior Township Planning
  + The building’s concrete slab installation is scheduled for next week.
* Facilities
  + Committee met on March 7
  + Terracon was out yesterday on the Whittaker roof, they are going to put together an overall scope for a roofing project so that the library can start getting bids for it.
  + There was a logistics meeting with the contractor last week for the Michigan Ave water remediation project. The project will begin April 18th. The aspects pf the project will be done simultaneously. The downtown library will be closed Good Friday through May 1st.

**REPORT OF THE LIBRARY DIRECTOR**

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

* The Bookmobile will be back to its regular evening route with patrons coming onboard, April 18th.
* Mobile Beacon replaced the 11 original circulating hot spots with newer ones that are compatible with their new T-Mobile service
* Lisa signed an agreement to have a social worker come to Michigan Ave and the new Superior from EMU. This is a multi–year agreement.

**OLD BUSINESS**

1. Acceptance of FY2021 audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-4

March 23, 2022

RESOLUTION TO ACCEPT THE FISCAL YEAR 2021 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2021 as presented are accepted.

OFFERED BY: Kay Williams

SUPPORTED BY: Kristy Cooper

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

**NEW BUSINESS**

1. Consideration of a proposal from Beckett & Raeder for professional services related to Whittaker parking lot reconstruction phase II

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-10

March 23, 2022

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

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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 for Phase II last year, 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 II, 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 $10,000 from the Capital Asset Replacement Fund is allocated toward these services.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

1. Consideration of a proposal to upgrade Whittaker parking lot lights to LED

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-11

March 23, 2022

RESOLUTION TO UPGRADE THE WHITTAKER PARKING LOT LIGHTING

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Whereas, the Ypsilanti District Library is committed to being fiscally responsible with public resources, and LED upgrades will result in a long-term cost savings, and

Whereas, the Library budgeted to upgrade the Whittaker parking lot lighting to LED this fiscal year, and

Whereas, to stay within budget, the Library Director recommends “Option C” proposed by Enlighten, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and engage Enlighten to upgrade the parking lot lights as outlined in “Option C” on the attached proposal for a total cost of $16,938.39.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Brian Steimel

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

1. Bid from AK Lawncare to add Superior to YDL's snow removal contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-12

March 23, 2022

RESOLUTION TO ADD THE SUPERIOR LIBRARY

TO THE YDL SNOW REMOVAL CONTRACT

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Whereas, the Ypsilanti District Library has a 3-year seasonal contract for Snow Removal Services with A.K. Lawncare for YDL-Whittaker and YDL-Michigan, and

Whereas, A.K. Lawncare has a satisfactory performance record, and

Whereas, the 2022-23 season remains on the contract, and

Whereas, the new YDL-Superior library will require snow removal services during this period, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the proposal to add the new Superior library to the existing snow removal contract with A.K. Lawncare for a total of $10,000 for the 2022-23 winter season is accepted.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Jean Winborn

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

1. Consideration of a proposal for a new door count system

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-13

March 23, 2022

RESOLUTION TO PURCHASE A NEW DOOR COUNTING SYSTEM

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Whereas, the Ypsilanti District Library collects statistics on library usage for reporting and decision-making, and

Whereas, to improve the accuracy of door count statistics, the addition of a new system specifically designed for this purpose is desired, and

Whereas, IT and Administration staff researched the marketplace and selected the SenSource system as the best option overall to meet YDL’s needs, and

Whereas, SenSource representatives have visited YDL-Whittaker and YDL-Michigan to determine the unique installation requirements at each location, and

Whereas, YDL staff negotiated for discounted rates for the four units and a 3-year software licensing agreement, Now Therefore,

IT IS HEREBY RESOLVED to waive the bid process and purchase SenSource equipment, installation, and software licensing as described on the attached quotation for a cost of $9,503.00.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

1. Purchase of new laptops for staff use

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-14

March 23, 2022

RESOLUTION TO PURCHASE NEW LAPTOPS FOR STAFF USE

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

Whereas, demand for staff laptops has increased since the pandemic, and

Whereas, the Library budgeted to purchase staff laptops this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited two 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, CDW-G, for $9,618.30.

OFFERED BY: Brian Steimel

SUPPORTED BY: Jean Winborn

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

**BOARD MEMBER COMMENTS**

|  |  |
| --- | --- |
| **Trustee** | Comment |
| Kay | No comment |
| Jean | Thank you again to the library staff. I wanted to let the library know that our organization Fred Hart Williams has published a book and the library is going to get a copy of. Look for our book; “Telling our stories”. Also, I am working with the Ann Arbor public library; they are doing a documentary on Jones elementary. It’s the 100th Anniversary and I attended Jones. All of the members in my family attended. My little sister was the last one with Brown vs. The Board of Education. The Ann Arbor public Library did interviews and I was part of the interviews. Also, we are presenting at the Michigan Historical conference this weekend. |
| Brian | It was interesting to hear Luke talk about printing. When I was working I could print things at tax time kind of slipping them in at work. Last year I used the thing where Paula printed them here for me and I picked them up. For the first time I had to print stuff here. I had never used the printer services here. I came in with my thumb drive I stuck it in and the whole thing was quite intuitive. I was quite surprised. I was able to do the whole thing without asking any questions. I was just amazed. I commend you for simple things like that being easy. |
| Bethany | No comment |
| Kristy | No comment |
| Pat | No comment |

# Adjournment

Trustee Kennedy moved to adjourn at 7:39 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.