

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 28, 2022 (Unapproved)

CALL TO ORDER

President Patricia Horne McGee called the meeting to order at 6:35 pm.

Attendance

Trustees Present: Patricia Horne McGee, Kristy Cooper, Bethany Kennedy, Theresa M. Maddix, Kay Williams, Brian Steimel, and Jean Winborn

Trustees Absent: none

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Interim/temporary Business Office Manager Diane Schrag.

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

Introduction of New Staff

Director Hoenig introduced and welcomed Monica Porter, Head of Outreach Services, August 15, 2022 and Aaron Smith, YDL – Michigan Avenue Librarian, August 17, 2022 (arriving later). Both worked previously for YDL, are Ypsilanti residents and library patrons, and are happy to be back.

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (August 24, 2022 Regular meeting minutes and September 14, 2022 Special meeting minutes, August 2022 Financials and Check Registers). Trustee Williams supported this motion. Trustee Steimel noted that patron names and book titles appear on the check register and as check register is public information, questioned this process. Director Hoenig will address this issue.

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

Nays: None

Motion passed.

COMMUNICATION

Lisa commented on the following communications included in the packet:

- Letter from the State of Michigan regarding state aid
- Trustee Round Table opportunity
- Community Foundation information including meeting agenda, staff changes re new director

COMMITTEE REPORTS

-Friends

- Friends board continuing to age out, Faye Barnes resigned.
- Online Sales increase by \$2,000, goal is \$10,000 annually
- Evening hours for the shop eliminated in November due to weather/volunteer issues.

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- The September book sale earned \$2,166 [cash \$1,500 and \$666 credit card]
- Holiday sale is Saturday, November 19th, 11:30am - 3:00 pm. There are 51 boxes of quality books set aside for the sale.
- Friends still have \$8,982 committed to YDL of \$24,000 goal. Hoping to increase in 2023.
- Fundraising
 - Lisa reported receipt of mini grant from MCCA OF \$2,000
 - Geraldine Kruse, long time patron and donor passed away and memorial funds being collected
 - Capital Fund has \$101,335.36 left to be collected
 - Gene Butman Ford sponsoring a bench coming for Superior
 - EMU Student Success Center goal has been reached
- Superior
 - Paving is done, kitchen appliances arrived today, solar activated, DTE finished their work
 - Too much bandwidth, not really a problem
 - Please support the book brigade Saturday October 8th.
- Strategic Planning
 - Trustee review of September 14th retreat, Improve Mi Ave. Trustees commented on possible public impressions of “social worker” in the library. Might be better referred to as “Peer Outreach Workers” as social worker might be perceived as a threat.

REPORT OF THE LIBRARY DIRECTOR

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

- Library cards for all YCS students,
- Counterfeit check at 5th/3rd Bank, concerning but all safeguards in place; New account in place, waiting for new checks. “Positive Pay” service discussed.
- Business Office candidate visited YDL
- Finalized hiring of new Outreach para pro beginning October 17, 2022 along with 2 additional staff beginning October 3, 2022.
- Finance committee meeting will be determined soon to prepare for 2022-23 Budget

OLD BUSINESS

NEW BUSINESS

- A. RESOLUTION TO AUTHORIZE HVAC Repairs at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-41

September 28, 2022

RESOLUTION TO AUTHORIZE THE INSTALLATION OF A SECONDARY DRAIN PAN
AND WATER DETECTION ALARM FOR THE MICHIGAN AVENUE HVAC SYSTEM

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Whereas, the Michigan Avenue library's heating, ventilating and air conditioning system is located in tight quarters in the building's attic, and

Whereas, the drain pan under the air handling unit overflowed recently when the drain became clogged and leaked, causing damage to the main floor ceiling and lighting, and

Whereas, Campbell, Inc. has recommended the addition of a secondary drain pan and a water detection alarm to prevent future incidents of this nature, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. add a secondary drain pan and water detection alarm at Michigan Avenue at a cost of \$7,427 is approved.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

B. Award of HVAC maintenance contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-42

September 28, 2022

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER AND
MICHIGAN AVENUE LIBRARIES THROUGH 8/31/23

Whereas, the Ypsilanti District Library's facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services has serviced the Library's HVAC equipment under a Guaranteed Professional Maintenance agreement for the past three years, and

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for each location for the next year holding the price steady, and

Whereas, YDL Facilities and Administrative staff wish to use this year to evaluate the Library's working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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The Library Director is authorized to waive the bid process and approve the Guaranteed Professional Maintenance Agreements proposed by Campbell Mechanical Services for Whittaker and Michigan Avenue effective September 1, 2022 through August 31, 2023.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Brian Steimel

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

C. Award of Whittaker elevator contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-43

September 28, 2022

RESOLUTION TO AWARD THE ELEVATOR MAINTENANCE CONTRACT FOR THE
WHITTAKER ROAD LIBRARY

Whereas, the Whittaker Road library provides an elevator for the use of patrons and staff, and

Whereas, the elevator has proven fairly reliable, requiring basic routine maintenance and state-mandated inspections, and

Whereas, a more appropriately-scaled contract is desired , and

Whereas, two proposals were received and considered by the Facilities Manager and Library Director, and

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the contract for the Whittaker Road elevator's maintenance is awarded to the Lardner Elevator Company for a cost of \$195 per quarter.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

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D. Approval of purchase of benches and waste receptacles for the new Superior library

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-44

September 28, 2022

RESOLUTION TO APPROVE THE PURCHASE OF OUTDOOR FURNISHINGS FOR THE
NEW SUPERIOR LIBRARY

Whereas, the Ypsilanti District Library is building a new branch library at 1900 Harris Road in Superior Township, and

Whereas, outdoor benches and waste receptacles are desired at the facility, and

Whereas, Daniels & Zermack Architects provided a number of style options and top choices were identified by library staff, and

Whereas, a quote for the desired items has been provided through the NCPA group purchasing contract, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the outdoor benches and waste receptacles described on the attached quote be acquired from Landscape Forms for a total cost of ~~\$15,184.18~~ \$15,584.18 (additional \$400 for plaque).

OFFERED BY: Theresa Maddix

SUPPORTED BY: Bethany Kennedy

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

E. Building dedication and plaque discussion

It was agreed to include Board members' names without including offices.

BOARD MEMBER COMMENTS

| Trustee | Comment |
|---------|---|
| Theresa | On her arrival this evening, witnessed the excitement of family checking out the Connect 4 game and also looking forward to Book Brigade. |
| Kay | Thank you for the parking lot |
| Brian | Book Brigade will be exciting, great doing it at EMU |
| Jean | Thank you for the parking lot, |
| Bethany | Looking forward to the Book Brigade. |
| Kristy | Welcome to new staff members, and urging all to sign up for "Book Brigade" |

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| Lisa | Look at the “Banned Book” display in the Community Meeting Room |
| Julianne | Flue vaccination clinic at YDL- Whittaker on October 12 th 12:00 pm to 4:00 pm |

Adjournment

Trustee Kennedy moved to adjourn at 7:30 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.