

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 22, 2023 (Unapproved)

**CALL TO ORDER**

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

**Attendance**

Trustees Present: Patricia Horne McGee, Theresa M. Maddix, Brian Steimel, Terrence Williams, and Bethany Kennedy formed a quorum. Trustees Kristy Cooper and Jean Winborn were absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Clerk Rachel Resin.

**APPROVAL OF THE AGENDA**

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

Vote: Ayes: 5  
Nays: 0  
Motion: Passed  
Absent: 2

**PUBLIC COMMENT**

None

**Introduction of New Staff**

Director Hoenig advised we have three new Clerks at Michigan Avenue, but we have been so busy there that they have not been able to attend a board meeting yet. However, tonight Director Hoenig was able to introduce to the board, Ms. Rachel Resin, who works as one of those new employees at the Michigan Avenue branch.

**PRESENTATION: New YDL Strategic Plan**

Director Hoenig and Assistant Director Smith provided a brief presentation on the new Strategic Plan. Director Hoenig first pointed out the new audio-visual equipment recently installed in the board room, with which the presentation was being broadcast to the members in the room, as well as Branch Manager Mary Garboden and Trustee Jean Winborn joining remotely from the Superior location.

Director Hoenig pointed out the new homepage look that removed the photograph banner, and makes for a better mobile experience. She pointed out several of the features and their new looks on the page. She then brought up the planned mural project at the Superior location. The 650-foot ground mural will be placed on the concrete deck situated near the back of the library. The board was able to see the visual mock-ups of the proposed designs created with the help of a local artist, Yen Azzaro, and local community input. The designs will also be voted on by the community, and the winning design is expected to be painted by volunteers on May 13<sup>th</sup>, 2023.

Finally, Director Hoenig discussed the newly revised proposed Mission, Vision and Core Value statements. The board had provided comments and edits at previous board meeting. She went through the four strategic focus areas of: Dynamic Resources, Optimized Facilities, Advancing EDI, and Engaged Community.

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**Consent Agenda**

Trustee Kennedy moved to approve consent agenda (March 1, 2023 regular meeting minutes, February 2023 Financials and Check Register). Trustee Maddix supported this motion.

Vote: Ayes: 5  
Nays: 0  
Motion: Passed  
Absent: 2

**Communication**

Director Hoenig advised the Harris Road street lighting near the Superior location has been approved by the Superior Township Board, and DTE expects to start sometime in June 2023.

**Committee Reports**

Fundraising Committee: Director Hoenig brought up the status of the Capital Campaign is still moving along, with the to-raise total around \$56,000 left to reach our stated goal.

Superior Township Planning Committee: Director Hoenig stated the AV equipment for the large meeting room is slowly being completed. Trustee Kennedy asked about the millwork at the Superior branch. Director Hoenig advised the company hired by the general contractor to complete the millwork did not do a good job nor did they complete the work. The general contractor hired another company to complete, and the original company who didn't fulfill their contract is complaining. Director Hoenig thinks they do not have a valid point and it will not go anywhere.

Facilities Committee: Director Hoenig advised the committee did meet, and asked the two members present who were at that meeting if they'd like to discuss. Trustee Maddix advised the group felt this was a great time to address these projects and needs. Trustee Williams advised they prioritized the needs, and there are some large dollars there, but all are needed items.

**Report of the Library Director**

Director Hoenig stated that unfortunately our Head of Acquisitions who has been with YDL for about 10 years has notified us of her intention to resign. Though we are super happy for her and her next opportunity, we will miss her drive and dedication to her department. The position has been posted and we have received both internal and external applications. Director Hoenig also advised we have an interview with a social work student who could potentially work at the Michigan Avenue location from September to April. Director Hoenig then stated she is test driving replacement vehicles for the Flex on this Friday the 24<sup>th</sup> and discussed that process briefly with the board.

**Old Business**

None

**New Business**

- A. Approval of the purchase of a replacement firewall

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-10

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RESOLUTION TO PURCHASE A REPLACEMENT FIREWALL

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Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, YDL's current firewall is more than 6 years old and critical to the library's technology services infrastructure, and

Whereas, the Library budgets for regular equipment replacement as needed, and

Whereas, the Information Technology Manager researched options and solicited a quote for the desired firewall from TLN's group purchasing program, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the firewall specified on the attached quote be acquired from The Library Network for \$7,579.59 using funds from the 2022-23 budget.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Steimel

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

B. Approval of the purchase of a ManageEngine software subscription

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-11

March 22, 2023

RESOLUTION TO PURCHASE A MANAGEENGINE SOFTWARE SUBSCRIPTION

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Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, YDL's Information Technology staff works to efficiently manage nearly 250 devices across locations in the district, and

Whereas, the IT staff have requested an upgraded MDM product to manage these devices, and

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Whereas, the IT staff researched options and solicited a quote for the desired software, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the purchase of ZoHo MangeEngine Endpoint Central software as described on the attached quote is approved.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Kennedy

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

C. Construction administration contract proposal for Whittaker sidewalk replacement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-12

March 22, 2023

RESOLUTION TO APPROVE A PROPOSAL AND AUTHORIZE CAPITAL ASSET  
REPLACEMENT FUND MONIES FOR CONSTRUCTION ADMINISTRATION SERVICES  
FOR WHITTAKER ROAD SIDEWALK RESTORATION

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 bid proposal packages for previous phases, and was intended to help the library wisely budget and prioritize future work, and

Whereas, YDL is now considering repair and replacement of the sidewalk, 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 sidewalk construction administration services.

BE IT FURTHER RESOLVED that:

Up to \$12,000 from the Capital Asset Replacement Fund is allocated toward these services.

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OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Kennedy

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

- D. Consideration of allocating FY2023 Gouseff Endowment Fund proceeds to seed an art collection for the Superior branch

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-13

March 22, 2023

RESOLUTION TO ALLOCATE FY2023 GOUSSEFF ENDOWMENT PROCEEDS TO SEED  
AN ART COLLECTION FOR THE NEW SUPERIOR BRANCH LIBRARY

Whereas the Ypsilanti District Library is a major cultural resource for the Ypsilanti area, and has long recognized the value of integrating art with other public services, and

Whereas, grant proceeds from the Gousseff Endowment for the Ypsilanti District Library at the Ann Arbor Area Community Foundation are intended for improvements to the Superior branch library, and

Whereas, no capital improvement needs are anticipated at the new building in 2023, but a collection of public art would be embraced, and

Whereas, roughly \$9,000 are expected to be granted to the Library from the Gousseff Endowment this spring, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Grant proceeds from the Gousseff Endowment in fiscal year 2022-23 shall be used to seed the acquisition of public art for the Superior branch.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Maddix

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

- E. Proposed 2023-2025 YDL Strategic Plan

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-14

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**RESOLUTION TO ADOPT THE 2023-2025 STRATEGIC PLAN, NEW MISSION, VISION  
AND CORE VALUES STATEMENTS**

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Whereas the Ypsilanti District Library Board of Trustees released an RFP for Strategic Plan Facilitation Services in March, 2022; and

Whereas ReThinking Libraries was selected to facilitate the project; and

Whereas YDL and ReThinking Libraries conducted in-depth research on the wants and needs of the citizens of the library district; and

Whereas this research, presented at a strategic retreat in September, 2022, was used to identify four areas of strategic focus for the Library to advance its mission, raise its profile in the community, add value to the lives of residents, and engage the Library more effectively in the life of the community over the next three years; and

Whereas, the four areas of strategic focus have been expanded upon by the YDL staff to identify the goals and direction of the plan; and

Whereas the proposed new Mission, Vision, and Core Values statements were presented to the Library Board at the regular meeting held March 1, 2023; and

Whereas the new proposed 2023-2025 YDL Strategic Plan was presented and discussed this evening; Now Therefore

**IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:**

The 2023-2025 Ypsilanti District Library Strategic Plan, new Mission, Vision, and Core Values statements are adopted.

**OFFERED BY:** Trustee Kennedy

**SUPPORTED BY:** Trustee Williams

**YES:** 5      **NO:** 0      **ABSENT:** 2      **VOTE:** 5-0

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	Absent
Trustee Steimel	Stated how much he loved the way Superior branch employee Monique Lopez-Geiman tied an activity (art program) to a resource (Creativebug database).
Trustee Winborn	Absent
Trustee Maddix	No comment
Trustee Williams	Advised Washtenaw County has about \$800K left over from a broadband initiative and YDL may apply for some of these funds as long as our proposal meet

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	certain criteria for the funds. He requested ideas to help him write a proposal, and stated the short deadline of April 4 <sup>th</sup> to submit.
Trustee Kennedy	Stated how proud she is to be a part of a Board that takes care in keeping the facilities looking so inviting and functional.
Trustee Horne McGee	No comment

**Adjournment**

Trustee Kennedy moved to adjourn at 7:31 p.m. Trustee Steimel seconded this motion.

Vote: Ayes: 5  
Nays: 0  
Motion: Passed  
Absent: 2