

Ypsilanti District Library
Board of Trustees Meeting
Minutes, April 19, 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, Jean Winborn, Terrence Williams, and Bethany Kennedy formed a quorum. Trustees Kristy Cooper and Brian Steimel were absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Community Relations Coordinator Sam Killian and Michigan Avenue Clerk Venus Tarpeh.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

None

Introduction of New Staff

Director Hoenig introduced Venus Tarpeh to the board members. Ms. Tarpeh started at a moment of upheaval with retirements and vacations at her branch, however she came through her test of fire and is doing very well. Ms. Tarpeh spoke to her enjoyment of the position and the duties.

Presentation: YDL 2022 Annual Report – Sam Killian, Community Relations Coordinator

Sam Killian provided a walk-thru of the 2022 Annual Report. He stated this was an easy and fun project this year as so many items of note have occurred. Primarily, he wanted the publication to reflect the amazing community connection staff and patrons felt with this year's events. Mr. Killian also reviewed that most of the pages have quotes from patrons and members of the community. No surprise that the new branch library was the top capstone item of the year.

Consent Agenda

Trustee Winborn moved to approve consent agenda (March 22, 2023 Regular meeting and March 2023 Financials and Check Registers). Trustee Williams supported this motion.

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

Communication

Director Hoenig first briefly discussed the impact of Senate Bill 12, which repeals a section of the law regarding 3rd graders being prevented from promotion if they did not meet one specific benchmark. She

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also discussed the upcoming trauma training for staff. President Patricia Horne McGee and Trustee Kennedy asked several questions regarding the social work program, digging deeper into the data and source material.

Committee Reports

DTE has confirmed that on May 1st, 2023, they will turn off power to the Superior Location. This will allow several of the last large construction items to be completed. These three items are the power switch installation, some egress lighting that needs to be installed/moved, as well as completion of boiler room items. The ground mural at Superior happens in May, and excitement is building for that event. Director Hoenig also discussed the budget and Capital Campaign, answering the questions posed by President Horne McGee. Finally, Director Hoenig discussed the recent check fraud issues and our mitigation strategies.

Report of the Library Director

Director Hoenig advised that the Sycamore Meadows Tenants Association, which formed at the fire station library location, will meet on 4/20 for the first time since the pandemic. She also discussed the changes to the Statistical Dashboard, coming soon to the report, as well as the new Development Dashboard that is now in the packets. She is requesting board feedback on these dashboards. Director Hoenig discussed the impacts of the server failure from April 18th, and the current state of affairs with that interruption. Finally, Director Hoenig invited board members to share in the Annual Volunteer Pot-Luck lunch, served from 12-2pm on April 25, 2023, in the Community Room.

Old Business

None

New Business

- A. Consideration of a resolution to purchase a new library vehicle

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-15

April 19, 2023

RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO PURCHASE A NEW
LIBRARY VEHICLE

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is hereby authorized to approve the purchase of a new library vehicle for an amount not-to-exceed \$35,000.

OFFERED BY: Trustee Kennedy
SUPPORTED BY: Trustee Winborn

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

- B. Approval of a proposal to preemptively replace aging HVAC gaskets at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-16

April 19, 2023

RESOLUTION TO AUTHORIZE HVAC REPAIRS AT WHITTAKER ROAD

Whereas, the Whittaker Road heating, ventilating and air conditioning system is 20 years old and its aging gaskets are beginning to fail, and

Whereas, with each gasket failure YDL risks damage to materials and equipment as leaks occur, and

Whereas, Campbell, Inc. has provided a proposal to preemptively replace the remaining gaskets and prevent future leaks of this nature, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to replace the gaskets the HVAC system at Whittaker Road at a cost of \$39,358 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Kennedy

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

- C. Approval of a proposal to seal the remaining curtain wall window bays at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-17

April 19, 2023

RESOLUTION TO AUTHORIZE THE COMMENCEMENT OF PHASE THREE 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 in 2020, and

Whereas, phase two was completed in 2021, with Glasco successfully sealing two of the curtain wall bays, 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, and Terracon, Inc. for building enclosure consulting services, as detailed on the attached proposals.

BE IT FURTHER RESOLVED that

An amount not to exceed \$280,000 from the Capital Asset Replacement Fund shall be allocated to this phase of the project.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Williams

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

D. Consideration of the purchase of new wooden chairs for the Whittaker Youth Department

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-18

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RESOLUTION TO PURCHASE NEW WOODEN CHAIRS FOR THE WHITTAKER YOUTH
DEPARTMENT

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Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, the wooden chairs in the Whittaker youth area are original to the building, and since many have broken, more are needed, and

Whereas, the Library budgeted to replace the chairs this fiscal year, and

Whereas, the Library Director and Head of Youth Services reviewed replacement options, tried samples, and selected the TMC Plover chair in two sizes and an assortment of colors, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and acquire the chairs specified on the attached quote from Omni Tech Spaces for an amount not-to-exceed \$8,658.

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Maddix

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

- E. Approval of a proposal to replace pendant and stack lighting at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-19

April 19, 2023

RESOLUTION TO UPGRADE THE WHITTAKER STACK AND PENDANT LIGHTING

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 stack and pendant lighting to LED this fiscal year, and

Whereas, the lighting solutions Enlighten has proposed to date have delivered exceptional results, Now Therefore,

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and engage Enlighten to upgrade the Whittaker stack and pendant lights as outlined in the attached proposal for a total cost of \$32,541.

OFFERED BY: Trustee Kennedy
SUPPORTED BY: Trustee Winborn
YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Absent
Trustee Steimel	Absent
Trustee Winborn	Thanked the library staff for allowing her genealogy group to utilize the Superior Library branch for the recent filming for "Finding Your Roots." The video can still be found on YouTube.
Trustee Maddix	No Comment
Trustee Williams	Thanked the library staff for the efforts. He has enjoyed coming into events and meeting the staff and seeing the work they accomplish.
Trustee Kennedy	Excited about the Language of Art booklet that lays out the artwork in the library.
Trustee Horne McGee	No Comment

Adjournment

Trustee Kennedy moved to adjourn at 7:40 p.m. Trustee Winborn seconded this motion.

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