

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

CALL TO ORDER

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

Attendance

Trustees Present: Brian Steimel, Terrence Williams, Jean Winborn, Patricia Horne McGee, Theresa M. Maddix, and Bethany Kennedy formed a quorum. Kristi Cooper arrived at 6:40 p.m.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Librarian Amisha Harijan, as well as Architect Kyle Keaffaber, Faber Design Co.

APPROVAL OF THE AGENDA

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

Vote: Ayes: 6
Nays: 0
Motion: Passed
Absent: 1

PUBLIC COMMENT

None

Introduction of New Staff

Director Hoenig provided an introduction for Librarian Amisha Harijan, the newest member of the Ypsilanti District Library staff. Ms. Harijan also addressed the board and detailed her excitement in performing her librarian duties.

Presentation: Michigan Avenue restoration and preparation for future renovation, by Kyle Keaffaber, Faber Design Co.

Director Hoenig provided a brief introduction of Kyle Keaffaber, who has performed previous work for the Ypsilanti District Library. Mr. Keaffaber presented an interactive report detailing the current situation at Michigan Avenue and the proposed timeline and work schedule for possible restoration of the building. Mr. Keaffaber displayed a Matterport 3D scan of the interior, and provided an in-depth understanding of how that software plays a critical role in the planning of the next stages of restoration. Matterport 3D allows users to capture conditions before beginning the design phase and replace time-consuming manual measurements with dimensional data to document structure, above ground utilities and equipment. A link to the scan was provided, as well as a brief tutorial on how to operate the functions within the software. Mr. Keaffaber used this information and tools to show existing design considerations as well as how proposed renovation projects may be rolled into the current restoration project. Faber Design proposed to explore changes YDL may wish to undertake while we are making repairs as well as improvements to make an eventual third floor addition structurally feasible.

Consent Agenda

Trustee Winborn moved to approve the consent agenda (August 23, 2023 Regular meeting and August 2023 Financials and Check Registers). Trustee Williams supported this motion.

Vote: Ayes: 7

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

Nays: 0
Motion: Passed
Absent: 0

Communication

Director Hoenig mentioned the DTE Energy Efficiency Program and that our rebate check has been issued. She also discussed the Great Michigan Read Action Grant which was awarded in September 2023. Finally, Director Hoenig highlighted the fact that Trustee Terrence Williams was selected to be a member of the Detroit Regional Chamber's Leadership Detroit program, a nine-month transformational leadership program.

Committee Reports

Friends of the Library report - Trustee Steimel provided highlights of the August and September activities from the group. These included information about the continued strong donations vs. historical data, including \$255.00 in donations at the August shredding event. Online sales are now averaging between \$1,000.00 to \$1,500.00 per month. The September 16th lobby sale produced over \$1,000.00 in eight hours. The next sales event will be on November 18.

Superior Planning Committee report – Director Hoenig highlighted the replacement of the wire management system at the reader tables. She also touched on the interactive play area and how a budget document was finally provided by the vendor. However, now that we have a budget we can work on fundraising to meet it.

Facilities Committee report – Director Hoenig advised the trustees that the Youth wooden chairs from Resolution 2023-18 arrived, and provided pictures of the items. She also mentioned the Whittaker roof repairs from Resolution 2023-24 and Zone controller repairs from Resolution 2023-25 started on September 26th and we expect a completion by the following week, if not sooner.

Personnel Committee report – Director Hoenig had inquired about a telemedicine benefit that may be of interest for staff in the future. The committee was in favor, so she will include this in her draft budget for FY2024.

Fundraising Committee report – The Michigan Arts and Culture Council (MACC) awarded a \$2,800 grant to the Library for Noise Permit. The initial request was for \$4,000; the library may adjust the scope and/or see about obtaining additional funding through a separate source or budget line. Also, she was pleased to share that the Friends of the Library committed to closing out the Superior Capitol Campaign by donating the last remaining funds to reach that campaign's end goal.

Report of the Library Director

Director Hoenig talked about the Mad Hatter Tea Party on September 24th, 2023, and how the 90+ children thought all the library employees were Disney celebrities. The Call to Artists produced 37 submissions and will be reviewed on October 9th, 2023.

Assistant Director Julianne Smith provided a brief overview of her trip to Kalamazoo, Michigan, with Jodi Krahnke, to view the "Wonder Media: Ask the Questions" exhibit found at the Kalamazoo Valley Museum. They are part of a cohort of librarians who will be providing input and feedback on this grant-

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

funded project. The exhibit explores the difference between facts and opinions, misinformation and more. Due to the size and activities in the exhibit, no vendor could be found to assist in creating a traveling exhibit. Thus the cohort will assist in the creation of a digital exhibit over the next year. The project is funded by a Laura Bush IMLS grant.

Director Hoenig followed with information about upcoming Trauma Training for YDL staff facilitated by the Eastern Michigan University School of Social Work. A survey is underway to assess staff needs, and training will follow.

Finally, she discussed the 2023 Summer Challenge report and 6 month strategic plan progress report before answering questions from the board.

Old Business

None

New Business

- A. Consideration of a proposal from Faber Design Co. for architectural design services for Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-34

September 27, 2023

**RESOLUTION TO ENGAGE FABER DESIGN CO. FOR ARCHITECTURAL SERVICES
RELATED TO THE RESTORATION AND FUTURE EXPANSION OF THE MICHIGAN
AVENUE LIBRARY**

Whereas, the Ypsilanti District Library's Michigan Avenue branch suffered flood damage and extensive restoration is required, and

Whereas, YDL's strategic plan calls for a feasibility study for a future expansion, and Architect Kyle Keaffaber of Faber Design Co. has been working with YDL on this vision since the 2019 space needs assessment, and

Whereas, YDL has asked insurer and

Whereas, alongside the feasibility study, there may be structural improvements it would be prudent to make to prepare for the future expansion, and

Whereas, Kyle Keaffaber has presented a proposal to the Board for the feasibility study and potential structural improvements, including a timeline to efficient completion, Now Therefore,

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages Faber Design Co. for architectural services related to the reconstruction and planning for a future expansion of the Michigan Avenue library.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

B. Award of Integrated Library System contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-35R

September 27, 2023

RESOLUTION TO AWARD THE CONTRACT FOR YDL'S NEXT INTEGRATED LIBRARY
SYSTEM TO INNOVATIVE INTERFACES, INC. FOR POLARIS

Whereas, the Ypsilanti District Library strives to provide high quality and user-friendly technology services to its patrons, and

Whereas, migration to a modern Integrated Library System (ILS) is a key element of the 2023-25 YDL Strategic Plan, and part of the 2023 fiscal year budget, and

Whereas, YDL released a Request for Proposals, received and thoroughly evaluated 7 responses, and invited three vendors to demonstrate their products to staff, and

Whereas, Innovative Interfaces, Inc.'s Polaris system provides a polished, high-quality solution, comes highly recommended, and is the YDL staff's choice for a replacement ILS,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Director is authorized to contract with Innovative Interfaces, Inc., for a year one total cost of \$118,237.00 and begin the migration process to Polaris.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Steimel

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

C. Consideration of proposals from Terracon and IS1 to investigate and repair leaks at Whittaker Road

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-36

September 27, 2023

RESOLUTION TO AUTHORIZE THE INVESTIGATE AND REPAIR OF TWO BUILDING
LEAKS AT WHITTAKER ROAD

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, two new leaks have appeared stemming from the front façade of the Whittaker Road Library, and

Whereas, Terracon Consultants and Industrial Services, Inc. (IS1), have both successfully completed water remediation work at Whittaker, and have submitted proposals to investigate and repair the new leaks, and

Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Terracon Consultants and Industrial Services, Inc. as described in the attached proposals to investigate and repair the leaks for a cost not-to-exceed \$14,400.

BE IT FURTHER RESOLVED that

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

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

- D. Proposal for an electrical upgrade in the Whittaker Triangular Bay

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-38

September 27, 2023

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

RESOLUTION TO APPROVE AN ELECTRICAL UPGRADE IN THE WHITTAKER
TRIANGULAR BAY

Whereas, the Ypsilanti District Library does a great deal of programming, and A/V equipment is often desired, and

Whereas, in the interest of greater flexibility, YDL staff developed a plan to install a large screen TV in the Whittaker Road triangular bay, and

Whereas, the plan was found to require a more extensive electrical upgrade than initially believed, and

Whereas, two electricians have submitted proposals to perform the work, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the proposal from the following vendor is approved to perform the electrical upgrade:

☐ Duggan's Electrical Contracting for \$6,395

-OR-

☒ Vedder Electric for \$3,500

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Maddix

YES: 7 NO: 0 ABSENT: 0 VOTE: Passed

Ypsilanti District Library
Board of Trustees Meeting
Minutes, September 27, 2023 (Unapproved)

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Advised her children really enjoyed the exhibit at Whittaker Road titled “A Colorful Dream,” and she found it very cool.
Trustee Steimel	Attended the intergenerational art workshop and had a delightful time. Wanted to thank the staff for putting that program together. He was thrilled to see the Ypsilanti Food Grower digital archives in the works.
Trustee Winborn	Thanked the library for the support of her genealogical group’s use of the facilities. She advised Channel 7 aired a program last night and the library makes these events possible. She also mentioned the oral history project which will be interviewing local food growers.
Trustee Maddix	Is excited about several shining lights in the board packet. She mentioned the Summer Reading program, and the badges chart as a way to promote literacy. She also mentioned the Outreach department’s use and thinks it is fantastic the numbers they are putting up.
Trustee Williams	Advised his family continues to discuss the activities found at the library over the summer and he wants to thank the staff for the programs.
Trustee Kennedy	No comment
Trustee Horne McGee	No comment

Adjournment

Trustee Kennedy moved to adjourn at 7:55 p.m. Trustee Williams seconded this motion.

Vote: Ayes: 7
Nays: 0
Motion: Passed
Absent: 0