

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

**CALL TO ORDER**

President Patricia Horne McGee called the Regular Meeting to order at 6:20 p.m.

**Attendance**

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Architect Kyle Keaffaber.

**APPROVAL OF THE AGENDA**

Trustee Kennedy moved to approve the agenda as amended, and Trustee Winborn supported this motion.

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

**PUBLIC COMMENT**

None

**Consent Agenda**

Trustee Kennedy moved to approve consent agenda (October 25, 2023 Regular meeting and October 2023 Financials and Check Registers). Trustee Winborn supported this motion.

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

**Communication**

None

**Committee Reports**

Friends of the Library – Trustee Steimel advised the Holiday sale was a success with \$2,411.00 brought in. the group is finding that pop-up sales events are easier and bringing in as much money as the bigger sales events. The group also earned an additional \$1,000.00 from the online sales. The group is planning a pop-up sale at Superior in the summer. He also stated that this year the group had \$35,726.00 in revenues and only about 3% is spent on anything other than donating to the library. Next year the group is budgeting \$35,000.00 for the library.

Superior Township Planning – Director Hoenig started off with a celebratory statement regarding this branch now being open for more than a year. A new kick-plate was installed on the circulation desk and

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

in a couple weeks the wire management systems under the study tables will be replaced with a more suitable version.

Facilities –The roof repairs at Michigan Avenue have been completed up to the point where a specific material is needed. The contractor is waiting on 123 tape, which is a silicone sealant that will be used to bond and seal between the gutters and limestone. After this is done the last piece of roof work will be scheduled.

**Report of the Library Director**

Director Hoenig brought up the “Dine to Donate” flyer found in the packet and pointed out just bring the flyer with you if participating. She also discussed the first in a 5-session staff trauma training series with EMU’s Sarah Shea. Director Hoenig advised that the Toyota Motor Group emailed to state they wished to continue their STEM partnership with YDL by asking us to apply for a second grant of \$30,000.00. She also mentioned the annual appeal letter public perception of the damage to Michigan Avenue. She plans to address this by inviting stakeholders on tours to view the damage in person, starting with the board itself. Finally, she discussed the new issue of *The Loop*, and specifically mentioned the article that gives a synopsis of the art work that has arrived. She had several pieces available for the board to view during the meeting.

**Old Business**

A. Further discussion of Michigan Avenue restoration with Kyle Keaffaber, Architect  
Architect Kyle Keaffaber presented updated information regarding the restoration work. He provided cost and time estimates for potential structural changes in the interest of a planned future expansion. Following discussion, the board prioritized the need to reopen the branch as quickly as possible over structural changes. He shared preliminary designs for the restoration, which the Board received favorably.

B. Board communication priorities discussion follow-up  
Trustee Winborn recapped the discussion from the last meeting. Director Hoenig reported there were no further incidents since the memo in the Board packet.

**New Business**

A. Consider approval of FY2023-24 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-43

November 29, 2023

RESOLUTION TO ADOPT THE 2023-24 LIBRARY OPERATING BUDGET  
AND SET THE MILLAGE RATE

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Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

Whereas the Ypsilanti District Library Board of Trustees is required to adopt an annual budget prior to the December 1 start of each fiscal year, and

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2023-24 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4633 mills.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Winborn

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

B. Amendment of FY2022-23 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-44

November 29, 2023

RESOLUTION TO AMEND THE 2022-23 BUDGET TO REFLECT PROJECTED YEAR-END  
SPENDING

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Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

The Ypsilanti District Library budget for the fiscal year ending November 30, 2023 be amended as presented.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

- C. Consideration of a proposal to purchase a replacement table and benches for the Whittaker Youth area

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-45

November 29, 2023

RESOLUTION TO PURCHASE A NEW TABLE AND BENCHES FOR THE ENTRANCE OF  
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 table and benches in the entry to the Whittaker youth area were original to the building, and the legs of the benches had collapsed, and

Whereas, the Library budgeted to replace these items in the new fiscal year, and

Whereas, the Library Director and Head of Youth Services reviewed replacement options, and selected the TMC Plover table and benches, which will match the chairs acquired last year, 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 \$6,060.00.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Kennedy

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

- D. Authorization of an approval process for Michigan Avenue renovation work

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-46

November 29, 2023

RESOLUTION TO AUTHORIZE AN APPROVAL PROCESS FOR THE MICHIGAN AVENUE  
RESTORATION PROJECT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the following process will be in effect for the Michigan Avenue restoration process from this date through the date of the 2024 Annual meeting:

- ☒ A 3-member Michigan Avenue Building Committee appointed by the Board President is hereby authorized to approve construction bids and change orders.
- ☐ The Library Director is hereby authorized to approve construction bids and change orders.
- ☐ The Library Director is hereby authorized to solicit a majority vote of Trustees via email to approve construction bids and change orders.
- ☐ The Library Board will schedule special meetings to approve construction bids and change orders.

President Patricia Horne McGee appointed Trustee Steimel, Trustee Williams, and Trustee Maddix to the 3-member Michigan Avenue Building Committee.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

- F. State of Michigan Public Act 152 (80/20 health care split affirmation)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2023-48

November 29, 2023

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE  
SPLIT

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Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2024, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Williams

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

G. Scheduling of 2024 annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-49

November 29, 2023

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2024

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2024 shall be held at 6:30 p.m. on Wednesday, January 24<sup>th</sup>.

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Kennedy

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	She advised she has really enjoyed Sam Killian's social media posts, as he has been making them very entertaining.
Trustee Steimel	Went to six intergenerational workshops at Superior and they were great. The branch is well used and run.

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, November 29, 2023 (Unapproved)

Trustee Winborn	Just finished the oral interviews for the Food Growers database. The kickoff for its opening is December 14 <sup>th</sup> at 6pm. She also briefly discussed William Carlson, a painter from the 1900's, whose signature was found at the Michigan Avenue branch during remediation work.
Trustee Maddix	Went through the packet and determined approximately 30% of collection use is downloaded items. She is pleased that the upcoming budget shows a commitment to continuing to invest in those materials.
Trustee Williams	Expressed that Commissioner Annie Somerville and State Senator Jeff Irwin have been very interested in the Michigan Avenue restoration. Suggests an invite for a tour for them as well.
Trustee Kennedy	In the spirit of Thanksgiving she is just so thankful for this library, the board and staff.
Trustee Horne McGee	Expressed sympathy for a Friends of the Library member having issues, as well as to Trustee Williams and his family. She is very excited to see the new artwork, and is thankful for them.

F. Closed session for Director evaluation

Closed session for Director evaluation at 7:44pm.

Open session resumed at 8:20pm. Trustee Jean Winborn made a motion to approve a 3% increase to the salary for Director Lisa Hoenig for the 2023/24 fiscal year effective December 1, 2023. Trustee Bethany Kennedy supported this motion.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Kennedy

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

**Adjournment**

Trustee Kennedy moved to adjourn at 8:26 p.m. Trustee Maddix seconded this motion.

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