

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, January 24, 2024 (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, Theresa M. Maddix, Patricia Horne McGee, and Bethany Kennedy formed a quorum. Kristy Cooper arrived at 6:34 p.m.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Building Monitor Mark Bailey.

**APPROVAL OF THE AGENDA**

Trustee Steimel advised we may strike the Friends of the Library Report due to the cancellation of their meeting due to inclement weather. With that correction Trustee Maddix moved to approve the agenda and Trustee Steimel supported this motion.

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

**PUBLIC COMMENT**

Mr. Tebbens introduced himself and his work gathering information about library boards.

**INTRODUCTION OF NEW STAFF**

Director Hoenig introduced our new part-time Building Monitor, Mark Bailey. Mark discussed his professional background and advised he is happy to be here and finds this work very interesting.

**ANNUAL MEETING**

**Election of Officers:**

President Horne McGee opened the floor for the nominations of officers. She advised all of the offices are open, except for the Treasurers Office, but that the incumbent may run again. She advised we would start with the President's Office. Trustee Kennedy nominated herself for the position, with no other nominations for that office. Trustee Winborn suggested the Board complete a slate of nominations for all the offices. Trustee Winborn nominated Trustee Williams for Vice-President. Trustee Cooper nominated herself for Secretary, as Trustee Steimel is term limited. This was followed by Trustee Maddix nominating herself to remain Treasurer.

President Horne McGee then advised we have a slate of nominations for the positions, consisting of:

President – Bethany Kennedy  
Vice-President – Terrence Williams  
Treasurer – Theresa Maddix  
Secretary – Kristy Cooper

Trustee Winborn moved to elect the officers via the slate for the 2024 Board Positions, and Trustee Steimel seconded this motion.

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

**APPROVAL OF 2024 BOARD MEETING DATES**

Trustee Winborn moved to approve the 2024 Schedule of Library Board Meetings. Trustee Kennedy seconded this motion. Notice enclosed.

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

**YPSILANTI DISTRICT LIBRARY 2024 BOARD COMMITTEES**

President Horne McGee congratulated the incoming trustees on their new positions for 2024. She then advised the new President would assign committee membership at the next regularly scheduled meeting.

**Consent Agenda**

Trustee Williams moved to approve consent agenda (November 29, 2023 Regular meeting minutes and November and December 2023 check registers). Trustee Winborn seconded this motion.

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

**Communication**

Director Hoenig discussed Jodi Krahne's nomination for the American Library Association's (ALA) I Love My Librarian Award, which honors librarians across the country for their impact on their community. Only ten librarians across the country are selected to be honored by the award, and this year there were nearly 1,400 inspiring nominations.

She also pointed out the notice of a Virtual Trustee Roundtable conducted by the Library of Michigan. Director Hoenig believes this could be enlightening and serve as a resource for interested Board members. The roundtable will cover how Trustees at other libraries manage pressing issues as well as exploring more of the services available from the Library of Michigan.

Director Hoenig briefly discussed a couple articles she included in this Board Packet related to the oral history project launched in December 2023. She advised that from all accounts the meeting was amazing and that the database is up and running. She also advised that coincidentally the most recent publication of the ALA had a cover article on preserving oral histories and the important role libraries have in preserving local history.

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She advised that the University of Michigan-Dearborn Assistant Professor of Human Services, Dr. Finn Bell, is conducting additional interviews while he looks for additional funding to support the project as the database collection continues to grow.

**Committee Reports**

Facilities Committee Report – Director Hoenig stated that she was excited as the construction of the Superior branch location was completed enough that it is no longer considered a construction project. She will now report on the Superior library with the rest of the facilities.

With that said, Director Hoenig pointed to the monthly status update on the outstanding capital improvement projects. She also notified the board about two new water leaks discovered today at the Whittaker Road location. Finally, she discussed the Michigan Avenue design work wrapping up. She was supposed to have a meeting with the engineering team working on the permit process, but the meeting was cancelled due to inclement weather. The meeting has been rescheduled for Friday, January 26<sup>th</sup>. She anticipates submitting the permit application by the end of the week and getting final budget numbers for repairs over and above elements beyond the insurance repair. She stated that Phoenix Construction and Faber Design are working on putting together a construction sign. She believes the sign will help hearten the community as an indication we are moving forward toward reopening.

**Report of the Library Director**

Director Hoenig communicated with the board about the TriNet Zenefits incident regarding erroneous debiting of the operating account. She updated the Board on her communications with TriNet Zenefits, as well as information about the possible use of different banks and ACH limits. At this time nothing jumps out at her as a solid solution, as most potential processes could become an obstacle or worse. However, she advised that she will continue to consult with the external accountant and search for viable options. She will keep the Board posted with any updates or requested changes to existing processes.

YDL launched the Healthiest You benefit for the part-time staff effective January 1<sup>st</sup>, 2024. This is a telemedicine benefit available through the Michigan Library Association. Some of the part-time staff have already used the service, and reported positive experiences.

Michigan Avenue had two more broken windows in the last month. The remediation company had used these windows to direct airflow out of the building. However, the contractors failed to secure the windows correctly afterward. The recent inclement weather with high winds slammed the windows down and caused breakage. We are waiting to see if our insurance carrier would add this to the existing claim or require a new claim.

Trustee Williams asked a clarifying question to be sure this wasn't vandalism, but high winds, which Director Hoenig confirmed.

Director Hoenig stated that she has provided tours for 52 people to view the damages at Michigan Avenue. She encourages them to share and help spread the word about the difficulties in re-opening. She also provided feedback from these guests who are surprised by the extent of the damage and impressed with the reconstruction plans. More specifically, upon learning of the plans for a future addition there is excitement and comments have been unanimous in support of reaching this goal.

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Director Hoenig also discussed an issue with a recent program sponsored by Eastern Michigan University (EMU)'s Digital Connecting Corps. EMU cancelled the class multiple times, and today did not notify participants, who were understandably upset upon arrival.

Director Hoenig briefly discussed the ThinkSpace Directors conference in Grand Rapids as well as the Strategic Plan Progress Report. She also wanted to mention on the dashboard attached to her report that there are a couple of NAs for electronic services. Google analytics had a change counting website traffic very differently from how it was calculated in the past. Also, the YDL app is currently out of commission. Assistant Director Smith advised that two organizations involved with the app are in arbitration. The company SirsiDynix refuses to provide a web services license to connect with the app, which is very unfortunate for our patrons. The good news is we are migrating away from this company, but this won't be until late August 2024.

Trustee Williams advised he appreciated the ThinkSpace notes regarding Michigan's declining population. He is seeing a push to keep graduates in the area and he believes many of these items will be beneficial in that goal as well as helping the community long-term.

**Old Business**

None

**New Business**

- A. Resolutions to authorize new signers for YDL with financial institutions

**YPSILANTI DISTRICT LIBRARY**

**RESOLUTION NO. 2024-2**

January 24, 2024

**RESOLUTION TO AUTHORIZE PERSONS TO SIGN CHECKS AND OTHER FINANCIAL  
INSTRUMENTS WITH FINANCIAL INSTITUTIONS**

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

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: Theresa Maddix
3. YDL Board of Trustees President: Bethany Kennedy
4. YDL Board of Trustees Secretary: Kristy Cooper

Two signatures are required for any financial transaction. Signature may be by facsimile. This resolution supersedes any previous such resolution.

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OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Williams

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

B. Award of contract for Whittaker Road Plaza renovations

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-4

January 24, 2024

RESOLUTION TO AWARD THE CONTRACT FOR WHITTAKER PLAZA  
RECONSTRUCTION, AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE  
CONTRACT, AND ALLOCATE 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 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 bid documents and bids were accepted on the renovation of the entry Plaza and other sidewalks, and

Whereas, the low bid from KAB Enterprises was found to be complete and acceptable,

NOW, THEREFORE, IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for Whittaker Plaza Renovations as described in the December 8, 2023, bid documents, including the base bid and both alternates, is awarded to KAB Enterprises and

BE IT FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract; and

IT IS FURTHER RESOLVED that:

Up to \$290,000 from the Capital Asset Replacement Fund shall be allocated toward Whittaker Plaza Renovations as described in the bid documents, and construction testing for the project.

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OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Kennedy

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

C. Staff email policy revision

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-5

January 24, 2024

RESOLUTION TO REVISE POLICY F4: STAFF EMAIL POLICY

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Whereas, the Ypsilanti District Library has a Staff Email Policy which sets forth guidelines and outlines expectations for staff using the Library's email system, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the Staff Email Policy was last revised in July, 2003, and

Whereas, Library Administration drafted a revision to update the policy to clarify current expectations, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Staff Email Policy is approved.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

D. Severe weather closing policy revision

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-6

January 24, 2024

RESOLUTION TO REVISE POLICY D9: SEVERE WEATHER CLOSING POLICY

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Whereas, the Ypsilanti District Library's Policy D9 sets forth guidelines for severe weather and emergency closings, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, Policy D9 was last revised in February, 2014, and

Whereas, the library administration has prepared a revision to clarify current practices and reflecting recent experiences including the pandemic and Michigan Avenue flood, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy D9: Severe Weather Closing Policy is approved.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Kennedy

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

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**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	No comment
Trustee Steimel	Was half-taken back and half-enthused about the signage outside the library regarding first amendment rights. Also, he was happy to see YDL represented at the farm markets.
Trustee Winborn	Congratulations to Lisa on her award. At Michigan Theatre on February 4, 2024, will be a documentary produced by the Ann Arbor Public Library about Jones School. Jean and her sister are featured in the film.
Trustee Maddix	Thanked President Patricia Horne McGee for her two years of service!
Trustee Williams	Library's showing around MLK day was really good. Impressed by all the people coming to use the library as a warming center.
Trustee Kennedy	Really truly appreciates The Loop newsletter. Went to the Friends of the Library sale and it was really great to see shoulder-to-shoulder shoppers.
Trustee Horne McGee	Been a pleasure and an honor to serve the last two years. Stepping down and look forward to continuing to work with you this year.

**Adjournment**

Trustee Maddix moved to adjourn at 7:21 p.m. Trustee Kennedy seconded this motion.

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