

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Approved March 1, 2023)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting (rescheduled from 1/25/23) to order at 6:30 p.m.

Attendance

Trustees Present: Brian Steimel, Kay Williams, Jean Winborn, Kristy Cooper, Teresa Maddix and Patricia Horne McGee formed a quorum. Trustee Bethany Kennedy absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Development Coordinator Chris McMullen, Clerk Pat Harris and Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

Trustee Kay Williams moved to approve the agenda and Trustee Jean Winborn supported this motion.

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

PUBLIC COMMENT

None

Introduction of New Staff

Director Hoenig introduced newly promoted Development Coordinator Chris McMullen, who is the first to hold the position at YDL. Ms. McMullen spoke a few words thanking all for the opportunity as well as her goals for the position. Next Director Hoenig introduced Clerk Pat Harris, who also spoke to the group about how happy she was to be with the organization.

President Horne McGee asked the group if they would mind moving to the swearing in of newly appointed board member Mr. Terrence Williams, who is taking the seat of trustee Kay Williams who previously announced her intention to step down once a suitable replacement trustee was found. All present were happy to move forward with the ceremony for Mr. Terrence Williams. President Horne McGee preceded to swear in Mr. Terrence Williams, who did append his name to the affirmation statement with President Horne McGee also signing. Trustee Terrence Williams was gracious enough to introduce us all to his family who came to the board room to observe the ceremony, as well as provide a few words in recognition of former Trustee Kay Williams.

ANNUAL MEETING

Election of Officers:

President Horne McGee opened the floor for nominations for officers. Trustee Jean Winborn nominated Trustee Theresa Maddix to be Treasurer, which Trustee Theresa Maddix accepted. Trustee Jean Winborn also nominated Trustee Brian Steimel to be Secretary, which Trustee Brian Steimel accepted. President Horne McGee then advised we have a slate of nominations for the positions, including:

President – Patricia Horne McGee

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Vice-President – Bethany Kennedy
Treasurer – Teresa Maddix
Secretary – Brian Steimel

Trustee Jean Winborn moved to elect officers via the slate for the 2023 Board Positions, and Trustee Steimel seconded this nomination.

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

Approval of 2022 Board Meeting Dates

Director Hoenig advised one piece of communication she would like to discuss is information she received from the water authority advising that they will be performing construction along Michigan Avenue between March and September of 2023. She advised the May 2023 Board Meeting was proposed to be held at Michigan Avenue, and wanted everyone aware of possible construction and traffic obstacles in reaching the Michigan Avenue branch location during that time. The Board agreed a change could be made closer to the May meeting date if the construction is a serious hindrance.

Trustee Theresa Maddix moved to approve the 2023 Schedule of Library Board Meetings. Trustee Brian Steimel seconded this motion. Notice enclosed.

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

YDL 2022 Board Committees

President Horne McGee asked the Board if everyone had seen the committee assignments and if anyone had any opposition to the assignments. Trustee Terrence Williams asked about specific times and locations for his assignments, and agreed to those items. No opposition was voiced for the assignments by any Board member. President Horne McGee then advised that all trustees are officially duly appointed to their committees and she thanked them in advance for their service.

Consent Agenda

Trustee Jean Winborn moved to approve consent agenda (November 30, 2022 Budget Hearing; November 30, 2022, Regular meeting; December 14, 2022 Special meeting; and December 2022 Check Register). Trustee Brian Steimel supported this motion.

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

Communications

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Director Hoenig advised there were a number of communications to report due to the time that has lapsed between meetings. Director Hoenig brought up the previously mentioned water authority and its plans for construction on Michigan Avenue this year. There is also a notice that the Amazon Smile rewards program is closing up shop. Ypsilanti District Library did not make a large sum of money from this program, so it isn't a huge loss, but it is too bad the program is ending.

She also brought up the Library of Michigan's "Library Board Facts About" information sheet on book and materials challenges, a timely topic.

She also mentioned some other interesting articles next in the packet.

Committee Reports

Fundraising Committee – Director Hoenig advised that our Fundraising Committee was working towards raising \$2,000,000.00 and we now have less than \$60,000 to reach that goal. Also, the Donor Reception Event held on January 28th at the Superior Branch location was a lovely event. In her estimation the people who came had a good time enjoying the band and the food, however the special part of the event was the focus and framing of the evening being about "powerful stories." Staff included around 80 people attended the event.

Superior Township Planning – On Monday, January 30, Director Hoenig attended a construction meeting to discuss items still remaining on the punchlist. Most of them are in the works or are about to be finished. Also, she mentioned an incident on Friday, January 27th, which made everyone rather nervous with the donor event scheduled the next day. A youth restroom had a sewage back-up closing the branch for the day. Crews were able to locate and release the blockage which was at a manhole structure near the road. Further investigations determine the manhole structure is not put together correctly, and the companies involved will return to fix at their expense.

Friends of the Library – Trustee Brian Steimel provided a report on the two-hour regular meeting and annual meeting. He advised of their full assets and revenue as of December 31, 2022, as well as their intention to donate \$30,000 in 2023, an increase from the \$24,000 projected in January 2022. Trustee Steimel also advised that Faye Barnes has stepped down from the Friends Board after 33 years of service. Online sales began in 2011, and in 2022 sales crossed \$100,000.00, which is great growth. Current membership of 153 people in the group, with some infusion of younger members on their board.

Report of the Library Director

Director Hoenig advised she had a nice orientation meeting with Trustee Terrence Williams and hopes everyone was able to review the online Board Orientation Manual, which can be used for a lot more than just orientation. She also reported Assistant Director Julianne Smith completed the State Aid Report.

Director Hoenig also discussed the retirement of Jerome Drummond, who worked at Michigan Avenue for many years, and wished him joy and fun in his retirement. His departure highlights the continued staffing needs of the branch, however the two full-time staff already hired in expectation of his departure just leaves one part-time opening left to fill. Interviews are scheduled from Monday, February 6th, with a good group of solid candidates.

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Old Business

None

Kay Williams asked to speak out-of-order and was granted permission by President Horne McGee. Mrs. Williams wanted to thank the board and library administration for the work they have done during her 14 years on the board. Mrs. Williams then made her intentions known to leave the meeting, however, Trustee Brian Steimel moved to jump to New Business, part D, and was seconded by Trustee Jean Winborn.

New Business

- D. Resolution to honor Trustee Kay Williams

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-6

January 25, 2023

**RESOLUTION TO HONOR AND THANK DEPARTING TRUSTEE
KAY WILLIAMS FOR FOURTEEN YEARS OF DEDICATED SERVICE**

WHEREAS, Kay Williams has served on the Ypsilanti District Library Board of Trustees for fourteen years since first taking office in 2009, and

WHEREAS, Kay brought a wealth of knowledge and connections to the post, as well as true dedication to the library, and

WHEREAS, she served as the Board's Vice-President, Secretary, and Treasurer multiple times over the course of her tenure, and

WHEREAS, she always gave generously of her time and resources, working to help not only the YDL Board and staff, but also volunteering with the Friends of the Library, and

WHEREAS, Kay's passion and commitment to the vision of a full-service YDL branch in Superior Township kept that dream in the forefront for the Board, and

WHEREAS, the Superior Branch Library is now a reality at 1900 Harris Road thanks in no small part to Kay's efforts, and

WHEREAS, Kay has decided to step down to enjoy the fruits of her labors,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board wishes to thank Kay Williams for the dedicated service she has provided to YDL and our community, and

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BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that as she visits YDL-Superior, Kay will take pride in the tremendous impact her efforts have made.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Jean Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

- A. Resolution to designate fund balance for capital improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-2

January 25, 2023

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, additional capital project expenses are anticipated in 2023, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,152,434 currently marked as Unassigned are hereby Committed funds for Capital Improvement.

BE IT FURTHER RESOLVED that:

\$352,434 currently designated as Committed in the General fund for improvements be removed from committed as we have transferred those committed funds to the Capital Projects Fund.

OFFERED BY: Trustee Theresa Maddix

SUPPORTED BY: Trustee Jean Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

- B. Resolution to authorize new signers for YDL with financial institutions

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-3

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January 25, 2023

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: Patricia Horne McGee
4. YDL Board of Trustees Secretary: Brian Steimel

Two signatures are required for any financial transaction. Signature may be by facsimile.

*Note – see appended Resolution 2023-4 included in vote

OFFERED BY: Trustee Kristy Cooper

SUPPORTED BY: Trustee Theresa Maddix

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

C. Consideration of the purchase of an additional self-check kiosk for Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-5

January 25, 2023

RESOLUTION TO PURCHASE AN ADDITIONAL ENVISIONWARE SELF-CHECK KIOSK
FOR WHITTAKER

Whereas, the Ypsilanti District Library offers Envisionware kiosks which allow patrons to check out materials, make payments, reserve computers, and view their accounts, and

Whereas, an additional kiosk is desired at Whittaker Road to maximize patron convenience and minimize check-out lines, and

Whereas, \$10,000 was earmarked in the 2022-23 fiscal year budget for this purpose, and

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Whereas, IT Manager Scott Ostby secured the attached quote for the additional kiosk, Now Therefore,

IT IS HEREBY RESOLVED to waive the bid process and purchase Envisionware equipment and installation as described on the attached quotation for a cost of \$8,630.00.

OFFERED BY: Trustee Terrence Williams

SUPPORTED BY: Trustee Brian Steimel

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Wished a warm welcome to newly appointed Trustee Terrence Williams
Trustee Steimel	Advised watching TALK develop was really cool.
Trustee Winborn	Thanked Lisa and Julianne for their efforts. Advised the donor event at Superior was lovely.
Trustee Maddix	None
Trustee Williams	Shared he is attending the Mackinaw Policy Conference this summer May 30-June 2, 2023. Asked members to think about issues or people he may want to meet with while at the conference. Also advised the lighting at Superior branch along the street is being discussed in conjunction with the recreation center in eastern Washtenaw County.
Trustee Kennedy	(Absent)
Trustee Horne McGee	Welcomed Terrence Williams to the board.

Adjournment

Trustee Jean Winborn moved to adjourn at 7:34 p.m. Trustee Kristy Cooper seconded this motion.

Vote: Ayes: 6

Nays: 0

Motion: Passed

Absent: 1

Resolution of Lodge, Association or Other Similar Organization

BANK OF ANN ARBOR
7 W MICHIGAN AVENUE
YPSILANTI MI 48197

By: YPSILANTI DISTRICT LIBRARY
5577 WHITTAKER ROAD
YPSILANTI MI 48197

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, Brian Steimel, certify that I am Secretary (clerk) of the above named association organized under the laws of Michigan, Federal Employer I.D. Number 38-2462745, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 25, 2023 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
LISA HOENIG A. <u>DIRECTOR</u>	X <u>Lisa Hoening</u>	X <u>—</u>
<u>Patricia J. Horne McGee</u> B. <u>PRESIDENT</u>	X <u>Patricia J. Horne McGee</u>	X <u>—</u>
<u>Theresa M. Maddix</u> C. <u>TREASURER</u>	X <u>Theresa M. Maddix</u>	X <u>—</u>
<u>Brian Steimel</u> D. <u>SECRETARY</u>	X <u>Brian Steimel</u>	X <u>—</u>
E. <u> </u>	X <u> </u>	X <u> </u>
F. <u> </u>	X <u> </u>	X <u> </u>

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C,
D, E, and/or F

Description of Power

Indicate number
of signatures
required

- | | | |
|-------------------|--|--------------|
| <u>A, B, C, D</u> | (1) Exercise all of the powers listed in this resolution. | <u>TWO**</u> |
| <u>A, B, C, D</u> | (2) Open any deposit or share account(s) in the name of the Association. | <u>TWO</u> |
| <u>A, B, C, D</u> | (3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. | <u>TWO**</u> |
| <u>A, B, C, D</u> | (4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness. | <u>TWO</u> |
| <u>A, B, C, D</u> | (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. | <u>TWO</u> |
| <u>A, B, C, D</u> | (6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution. | _____ |
| _____ | (7) Other: | _____ |

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution. ***The two (2) signature requirement on checks, withdrawals, transfers or other negotiable instruments is an internal control of Ypsilanti District Library (YDL) and will not be regularly monitored for compliance by Bank of Ann Arbor.***

Resolutions

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated February, 2022. If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☒ If checked, the Association is a non-profit lodge, association or similar organization.

Brian Steinhilber
(Secretary)

Theresa M. Madolys
(Attest by Other Officer)

Patricia Horne Ma
(Attest by Other Officer)

For Financial Institution Use Only

Acknowledged and received on

(date) by _____ (initials)

☐ This resolution is superseded by resolution dated _____.

Comments: