

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, February 28, 2024 (Approved March 27, 2024)

**Call To Order**

President Bethany Kennedy called the Regular Meeting to order at 6:30 p.m.

**Attendance**

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

Also present: Director Lisa Hoenig, Business Office Manager Andrew Hamilton, as well as Luke Downing, CPA, of Clark Schaefer Hackett & Company, who attended virtually through a Zoom meeting.

**APPROVAL OF THE AGENDA**

Trustee Winborn moved to approve the agenda and Trustee Horne McGee supported this motion.

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

**Public Comment**

None

**Audit Presentation**

Luke Downing, CPA, representing the firm Clark Schaefer Hackett & Company, reviewed the work of the Audit Manager, Daniel Morris, CPA, for the FY 2022-2023 audit. Mr. Downing joined the meeting remotely via the Zoom platform to speak about the most recent audit. He provided an overview of the report, noted findings, and answered questions posed by the board members. Mr. Downing keyed in on several items of high importance, including: the unmodified opinion on the Independent Auditor's Report, statement of net position, review of assets and liabilities, significant changes during the audit period, supporting letters that round out the audit, as well as the impact of the Superior Branch Library construction and the unique situation with the road widening contract with Superior Township.

**Presentation of 1917 Michigan Avenue Painter Genealogy**

Trustee Winborn presented a comprehensive presentation regarding the information she has discovered regarding the painter, William P. Carson, who worked on the initial construction of the Michigan Avenue location in 1917. During the initial flood mitigation efforts, an area of cement flooring was observed with etched markings of names and a date from the construction of the building. Trustee Winborn used multiple sources to perform a deep dive on the life and history of William Carson, whose name is the most clearly legible.

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**Consent Agenda**

Trustee Winborn moved to approve the consent agenda (January 24, 2024 Regular meeting minutes and January 24, 2024 Financials and Check Registers). Trustee Steimel seconded this motion.

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

**Communication**

Director Hoenig noted to the Board her inclusion of the Executive Summary of the Growing Michigan Together Council Report. She pointed out the URL provided for the full report if members would like to read the report for themselves.

**Committee Reports**

Facilities – Director Hoenig reported the sidewalk reconstruction contract has been finalized. She advised that there is a chance that the work could begin in May, but it is more likely that this work will occur in August, 2024.

Friends of the Library – Trustee Steimel advised the Friends of the Library group held both their Annual Meeting as well as their monthly meeting on Monday, February 26, 2024. At the meeting it was reported the group had over \$38,000 in revenue for 2023, with \$10,000 of that from online sales. The group does owe about \$2,000 for sales tax on the 2023 revenue. The group was paying sales tax annually, but with their higher numbers they are going to be paying sales tax on a quarterly basis.

The November 2023 “small sale” pop-up had \$2,450 in revenue, which was an increase of \$1,200 over the previous year’s sales numbers. The January 2024 “big sale” had \$3,157 in revenues. The group found this informative as the smaller pop-up sales take less set-up and effort to hold. They have also received over \$1,000 in donations from shredding and e-cycle events. The different formats and events are paying off, as well as the advertising on Facebook, as the group is projecting \$39,150 in revenue in 2024, with a \$35,000 commitment to the library.

Currently membership stands at 196 members, which is up 20 members from last year. The group will reach out to individuals whose membership expired in 2020-2022 to try to bring them back. No change in officers for the group from this year’s elections. They are also looking at reworking their by-laws which were last updated in 2017. They are looking at different membership categories, which currently start at \$10.00. Trustee Steimel advised he’d be working on a comparative study of other Friends of the library groups in the region to look at their by-laws, membership categories and other items to bring back to the group for discussion.

To close, Trustee Steimel advised shop donations are up to pre-pandemic levels, with the only item the group is lacking is paperback mysteries. A pop-up sales event is scheduled for March where the group will focus on highlighting and selling their nicer and more expensive “Specials” inventory items.

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**Report of the Library Director**

Director Hoenig discussed the social work trauma training and the social work partnership with EMU. She advised we are attempting to identify a student from EMU's School of Social Work for a placement at Ypsilanti District Library. This could turn into an independent study, as well. Also, a couple different grant opportunities have opened up that could allow the funding of a full-time social worker for two years. This could allow for enough of the groundwork to be established that the EMU students would have a better pace to start from. The first grant application is due next week. The next application is not due for some time but offers more money and might allow the library to perform more work in this area. While working on the details of these applications, a new student placement possibility has popped up. Director Hoenig advised that with these possibilities in process we hope that we will be able to offer some form of social work assistance to our patrons soon.

Director Hoenig explained that this is the time of year when the library receives most of its tax revenues. As such, a recent wire was authorized to Michigan CLASS where our funds will earn significantly more interest.

Next Director Hoenig spoke about the tremendous response to the open positions currently available at the library. We participated in the GLAM Virtual Career Jam on February 23, which is a nationwide virtual career fair offered by a variety of different library schools. A number of applicants made specific appointments with Department Managers and at least one interviewee has already submitted an application. The deadline for most of the positions isn't until March 12, so there are still a few weeks, and it appears we will have our hands full reading all the submissions.

Finally, the Director advised that there appears to be potential for the library app to return to service soon.

Then, in response to a question from the Board, Director Hoenig discussed the performance dashboard's current format and data. She advised the new ILS system has robust reporting features which will allow for a more dynamic and informative dashboard starting in 2025.

**Old Business**

President Bethany Kennedy advised the Committee Appointments are assigned as shown in the packet for the current year. After a brief discussion clarifying the potential overlap between the Policy and Personnel Committees in a theoretical situation, committee assignments were made official for the current year.

**New Business**

- A. Acceptance of FY 2022-2023 Audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-7

February 28, 2024

RESOLUTION TO ACCEPT THE FISCAL YEAR 2023 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2023 as presented are accepted.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

B. Approval of purchase of three bike repair/tire pump stations

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-8

February 28, 2024

RESOLUTION TO PURCHASE THREE BIKE REPAIR/TIRE PUMP STATIONS

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

Whereas, the Library's strategic plan includes improving outdoor spaces with "destination" elements, and

Whereas, the Library budgeted to add bike repair/tire pump stations at each of its locations this fiscal year, and

Whereas, the Assistant Director reviewed replacement options and following consultation with the Facilities Manager, selected the Dero FixIt Plus with Air Kit Prime, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to purchase the bike repair/pump stations as described for \$6,051.00.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Horne McGee

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

C. Approval of purchase and installation of an Interactive Play Area at Superior

YPSILANTI DISTRICT LIBRARY

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RESOLUTION NO. 2024-9

February 28, 2024

RESOLUTION TO PURCHASE AND INSTALL AN INTERACTIVE PLAY AREA FOR YDL-  
SUPERIOR

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Whereas, the Ypsilanti District Library strives to provide diverse play experiences to help its young patrons learn, and

Whereas, a flexible and engaging interactive play area for the new Superior library was put on hold until after construction, and

Whereas, staff worked with Daniels and Zermack Architects to design the attached plan for the play area, and

Whereas, up to \$50,000 was allocated in the 2023-24 library operating budget for this project, and

Whereas, a generous donation of \$5,000 is also earmarked to support this installation, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Omni Tech Spaces to acquire and install the new play area as proposed for a total cost of \$52,313.70.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Winborn

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

D. Approval of base budget for Michigan Avenue improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-10

February 28, 2024

RESOLUTION TO AUTHORIZE A BASE BUDGET FOR MICHIGAN AVENUE  
IMPROVEMENTS FOLLOWING FLOOD DAMAGE, AUTHORIZE THE MICHIGAN  
AVENUE BUILDING COMMITTEE TO APPROVE CHANGE ORDERS, AND AUTHORIZE  
THE USE OF CAPITAL ASSET REPLACEMENT FUND MONIES FOR THE PROJECT

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Whereas, the Michigan Avenue library suffered a catastrophic flood July 1, 2023, and

Whereas, while repairs that are covered by insurance are being conducted, the Library wishes to make additional improvements to the building, and

Whereas, Phoenix Contractors, Inc. has been approved by MML to perform the insurance repairs, and

Whereas, Phoenix Contractors has prepared a budget estimate of \$418,847.15 to perform the proposed additional improvements, and time is of the essence, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Phoenix Contractors, Inc. for construction management services for Michigan Avenue improvements, with a base budget of \$425,000.

BE IT FURTHER RESOLVED that:

An amount not to exceed \$285,000 from the Capital Asset Replacement Fund shall be allocated to this project.

BE IT FURTHER RESOLVED that:

The Michigan Avenue Building Committee is authorized to approve or deny any requested Change Orders, and if approved, the cost shall also be drawn from the Capital Asset Replacement Fund.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Maddix

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

E. Approval of the purchase of new furniture for Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-11

February 28, 2024

RESOLUTION TO APPROVE THE PURCHASE OF NEW FURNISHINGS FOR THE  
MICHIGAN AVENUE REPAIR/RENOVATION PROJECT

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Whereas, the Michigan Avenue library suffered a catastrophic flood on July 1, 2023, and a good deal of furniture was deemed a total loss, and

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Whereas, as repair work is underway, YDL also plans to redesign portions of the building's interior and some new furnishings will be required, and

Whereas, insurance will reimburse the library \$79,045.99 for furniture that was destroyed, and

Whereas, Faber Design, Inc. has proposed a package of new furnishings estimated at \$98,702.30,  
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that an allocation of up to \$35,000 from the Capital Asset Replacement Fund is approved to make up the difference between the final furniture cost and insurance reimbursement.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Urged all the Board members to make sure their Friends of the Library membership was up-to-date.
Trustee Winborn	Expressed how happy she is with the staff. She related a recent experience at Superior Library which made her so impressed with the forethought and preparation of the staff in addressing the needs of patrons, staff and Board members.
Trustee Maddix	No Comment
Trustee Williams	(Absent)
Trustee Kennedy	No Comment
Trustee Horne McGee	Stated she was at the Superior library this week and they had it "going on". Also celebrated the staff librarian who left last month to achieve her goal of becoming a library director at a nearby community library.

**Adjournment**

Trustee Horne McGee moved to adjourn at 7:55 p.m. Trustee Winborn seconded this motion.

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