

Ypsilanti District Library
Board of Trustees Meeting
Minutes, March 1, 2023 (Approved March 22, 2023)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting (rescheduled from 2/22/23) to order at 6:32 p.m.

Attendance

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, and Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

Director Hoenig advised she would like to add one more item to the agenda under Committee Reports for the Friends of the Library. Trustee Kennedy moved to approve the agenda and Trustee Steimel supported this motion.

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

PUBLIC COMMENT

None

Introduction of New Staff

None

AUDIT PRESENTATION

Daniel Morris, CPA, representing the firm Clark Schaefer Hackett, served as the Audit Manager for the FY 2021-2022 audit. Mr. Morris 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. Morris keyed in on several items of high importance, including: the unmodified opinion of the final audit, review of assets and liabilities, significant changes during the audit period, as well as the supporting letters that round out the audit.

Consent Agenda

Trustee Winborn moved to approve consent agenda (February 1, 2023 regular meeting minutes, January 2023 Financials and Check Register). Trustee Kennedy supported this motion.

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

Communication

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Director Hoenig brought up an article regarding Superior Township's plans for a new Willow Acres Community Garden, to be located at the lot across from the Superior Fire Station on MacArthur Boulevard.

Committee Reports

- A. Fundraising Committee – Capital Campaign has raised over approximately \$2,943,000.00 so far, which leaves about \$56,600 to go to reach the \$2 million dollar goal. Also, Ypsilanti District Library was awarded a \$30,000.00 grant from Toyota of North America. The project will promote STEM and career readiness for K-12 students.
- B. Superior Township Planning – TEL Systems installed most of the technology hardware, though a few small items are missing. However, programming is required to utilize the systems fully. A majority of the interior signage arrives on March 2, 2023, at 8am, and the library will look more finished and polished. Finally, the large power unit for the building, which was originally scheduled to arrive in 8-10 weeks, then was pushed back to 40 weeks, has arrived. Currently the building is running on a temporary power unit. To get the final Certificate of Occupancy, a remaining project to replace exterior security lighting needs to be finished. We will schedule a day in the first half of April to close the Superior Branch to complete all of this electrical work.
- C. Friends of the Library – There is a pop-up sale on March 25, 2023, in the Whittaker Road lobby. The group is also updating their logo as well as planning on buying a new vacuum. Finally, the group received a letter from a local jail requesting possible donation of books and materials for the inmates. The group is working on this proposal.

Report of the Library Director

The Winter issue of The Loop was mailed today. Director Hoenig pointed out the article highlighting the Sheriff's Department's Spring Summit. YDL is partnering on a community read in an effort to stem gun violence in the community. Director Hoenig also provided pictures and information regarding the work to update the basement lighting at the Michigan Avenue location. Finally, the Director advised the Michigan Avenue lockers are ready to ship. Once electrical work at the branch is complete the lockers will be able to be installed.

Old Business

None

New Business

- A. Acceptance of FY 2021-2022 audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-7

February 22, 2023

RESOLUTION TO ACCEPT THE FISCAL YEAR 2022 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2022 as presented are accepted.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

B. Consideration of two proposals for electrical work at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-8

February 22, 2023

RESOLUTION TO APPROVE TWO EXTERIOR ELECTRICAL PROJECTS AT MICHIGAN AVENUE

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

Whereas, the electrical projects proposed by Enlighten will improve safety and security and prepare Library Plaza for the addition of after-hours lockers, and

Whereas, Enlighten's upgrade to the lighting and electrical amenities in Library Plaza in 2022 was professionally performed and has been well-received by all, and

Whereas, the after-hours lockers are to be installed in a few weeks, making time of the essence, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to execute the electrical work as described in the attached proposal dated 1/31/23 for a total cost of \$9,461.78.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for these projects.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall also be used for the balance of the Michigan Avenue basement lighting project, less remaining donations to the project, at a cost of \$18,654.67.

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OFFERED BY: Trustee Kennedy
SUPPORTED BY: Trustee Steimel
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

C. Award of Landscaping contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-9

February 22, 2023

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, five bids were received before the deadline from qualified contractors, and

Whereas, the bids were tabulated and analyzed, and references were contacted, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract for Whittaker Road and Michigan Avenue is awarded to the low bidder, RNA Facilities Management.

BE IT FURTHER RESOLVED that a new three-year landscaping contract for the Superior branch is awarded to the low bidder for that location, Superior Landscape Companies.

OFFERED BY: Trustee Cooper
SUPPORTED BY: Trustee Maddix
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

D. Discussion of new mission/vision statements/core values for YDL

The Library adopted its current mission statement and list of core values 20 years ago. Following discussion of these at the strategic plan retreat, all agreed it was time for a refresh.

There was a robust discussion of the proposed new mission, vision and core values statements. Some additional suggestions on wording choices were made, but overall Trustees were pleased with the drafts.

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BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	During the recent inclement winter event, she used the Superior branch location as a warming center to complete her work, and it was great.
Trustee Steimel	Inquired whether former board members had been notified of the successful completion of the Superior branch location. Director Hoenig advised many that could be located were contacted, and many are donors; she will provide a list so he could review and contact as desired.
Trustee Winborn	Thanked the staff for the use of the libraries as a warming center during recent inclement weather. Also, on March 22, 2023, (date of next Board meeting) she will be at the Superior branch with her genealogy group who are being filmed for their work for a TV production called "Finding Your Roots."
Trustee Maddix	Advised one of her co-workers came to the Whittaker library after a long absence and her eyes were filled with tears for how wonderful to be back.
Trustee Williams	Appreciated the facilities supporting the community as warming centers during the inclement weather event.
Trustee Kennedy	None
Trustee Horne McGee	None

Adjournment

Trustee Cooper moved to adjourn at 7:47 p.m. Trustee Winborn seconded this motion.

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