

Ypsilanti District Library
Board of Trustees Meeting Minutes, July
26, 2023 (Approved August 23, 2023)

CALL TO ORDER

Vice-President Bethany Kennedy called the Regular Meeting to order at 6:41 p.m.

Attendance

Trustees Present: Bethany Kennedy, Theresa M. Maddix, Kristy Cooper, Terrence Williams and Jean Winborn formed a quorum. Patricia Horne McGee arrived at 6:42pm just after the call to order.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Facilities Manager Jim Reed, as well as the Superior Branch Manager Mary Garboden.

APPROVAL OF THE AGENDA

Trustee Maddix moved to approve the agenda and Trustee Cooper supported this motion.

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

PUBLIC COMMENT

None

Presentation: Superior Usage Report – Mary Garboden, Branch Manager

Mary Garboden, Branch Manager of the Superior library location, first discussed the physical state of the building and some remaining construction items. She then reviewed patron numbers, which show a growing trend of usage month to month. She pointed out specific areas and services within the branch that are getting higher levels of usage than expected. Mary also discussed programming from teen specific programming to intergenerational programming, external programming from select organizations at the location, and how funding from various grants are also impacting programming. She reviewed her staff composition as well as staffing levels and a desire to reconvene with staff at the close of the summer to review what programs and services were the most successful.

Consent Agenda

Trustee Winborn moved to approve consent agenda (June 28, 2023 Regular meeting and June 2023 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

Communication

Director Hoenig pointed out a wrap-up infographic of the “MI Library is Now” project, which was used primarily during the pandemic recovery effort in the community. This project allowed for the purchase of hardware, such as laptops, as well as provided programming materials. She also mentioned the entry of the Genesee District Library to become a full member of The Library Network (TLN).

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Committee Reports

Superior Planning Committee Report provided information about the physical state of the building and the remaining items being addressed through punch-lists as well as being observed and reported during the one-year warranty period from the substantial completion date. Also, the official Certificate of Occupancy was received from the Superior Township Building Department.

Facilities Committee Report provided information about the curtainwall window sealing project at Whittaker, which is progressing well. The big news is the water damage assessment for Michigan Avenue. Director Hoenig and Assistant Director Smith went into detail about the mitigation efforts progressing at that location. They discussed the initial steps and that many of the future steps will depend on what is discovered in the near future. The desire to provide timely and accurate information about the location was highlighted with the understanding that it is a step-by-step process. Finally, possible service options were discussed and will be re-evaluated once more information about the damage and repairs are known.

Report of the Library Director

Director Hoenig advised about a new grant opportunity she just heard about today. This is a Michigan Community Center Grant program for non-profits and public entities with funds of up to \$2.5 million to be used for capital improvements on a space that is considered like a community center. She feels this could be a possible opportunity for the Michigan Avenue location. She advised that last summer phase 1 of the water remediation work was completed. Phase 2 addresses the entire perimeter of the building's foundation. Director Hoenig advised this work and additional building preparation could be written into a grant proposal. She will meet with the space planners to identify what other work may get us closer to being able to build onto the facility.

Director Hoenig also discussed the window sealing work being currently performed at Whittaker. During today's most recent rain storm a new leak was identified in the front of the building, as well as several leaks in areas not yet addressed by the sealing work.

Director Hoenig also briefly touched on the Building Monitor position being posted and is encouraging applications. She mentioned the understanding that the Statistical Dashboard would be available for the August Board meeting. Finally, she advised that Trustee Terrance Williams had an idea about Washtenaw County assisting with adding some hotspots and perhaps making some of them permanently located at some outreach sites. This could be potentially funded by the County for a two-year period.

Old Business

None

New Business

- A. Award of bid for Whittaker roof piers repair project

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RESOLUTION NO. 2023-24

July 26, 2023

RESOLUTION TO AWARD A CONTRACT FOR WHITTAKER ROOF SEALING WORK TO
INDUSTRIAL SERVICES INC.

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, following roof sealing work performed in 2022 water was still leaking through the ceiling tiles in one area at the Whittaker Road Library, and

Whereas, Terracon Consultants conducted an investigation to determine the cause of the leaks, and

Whereas, Terracon prepared preliminary scope documents for work to better seal the roof piers found to need reinforcement, and

Whereas, the contractor hired in 2022, Industrial Services, Inc. (ISI), has submitted a proposal that includes a credit for prior work found to be insufficient, and

Whereas, the ISI proposal has been vetted by Terracon, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Industrial Services, Inc. as described in the attached cost estimate dated July 21, 2023, for \$10,900.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

B. Consideration of a proposal to replace four (4) HVAC zone controllers at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-25R

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RESOLUTION TO AUTHORIZE HVAC ZONE CONTROLLER REPLACEMENTS AT
WHITTAKER ROAD

Whereas, the Whittaker Road heating, ventilating and air conditioning system is 20 years old and its aging parts are beginning to fail, and

Whereas, several zone controllers in the Administrative wing recently failed, creating unacceptable climate conditions for YDL staff and server room equipment, and

Whereas, Campbell, Inc. has provided a proposal to replace and program the failed zone controllers,
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to replace the specified zone controllers at Whittaker Road at a cost of \$7,947.00 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Winborn

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

C. Consideration of a revision to Whittaker pendant light replacement proposal

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-26

July 26, 2023

RESOLUTION TO APPROVE A REVISION TO THE PENDANT LIGHTING UPGRADE AT
WHITTAKER

Whereas, the Ypsilanti District Library Board approved Resolution 2023-19 to upgrade stack and pendant lighting at Whittaker to LED, and

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Whereas, following approval, a sample of the specified pendant fixture was acquired and determined to be unsuitable, and

Whereas, Enlighten has proposed additional solutions which will overcome the hurdles discovered, but at an additional cost, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the following pendant light option from the attached proposal is approved:

- ☐ “PendA” for an increased cost of \$1,955
- OR-
- ☒ “PendB” for an increased cost of \$10,156

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

D. Award of bid for window washing at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-27

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RESOLUTION TO AUTHORIZE WINDOW WASHING AT THE WHITTAKER ROAD
LIBRARY

Whereas, the windows at the Whittaker Road Library have never been professionally cleaned, and

Whereas, two quotations were solicited, and the low bid is recommended, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A one-time window washing contract is awarded to Allied for a total cost of \$7,450.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund shall be used to pay for this work.

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Maddix

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

E. Resolution to authorize roof gutter sealing at Michigan Avenue

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RESOLUTION NO. 2023-28

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RESOLUTION TO AUTHORIZE ROOF GUTTER SEALING AT MICHIGAN AVENUE

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

Whereas, the roof drains were overwhelmed by torrential rain and water infiltrated the building, and

Whereas, the roof was inspected and a potential design flaw was discovered which may have contributed to the disaster, and

Whereas, Bloom Roofing has provided a proposal to seal the roof gutters, preventing future overflow into the building from this source, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Bloom Roofing to seal the gutters on the Michigan Avenue roof, at a cost of \$8,920 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee McGee

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

| Trustee | Comment |
|----------------|------------|
| Trustee Cooper | No Comment |

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| Trustee Steimel | Absent |
| Trustee Winborn | Wanted to thank all the staff for the daily work they do, and especially thank them for dealing with the flooding at Michigan Avenue. |
| Trustee Maddix | Felt the July 4 th parade was awesome, and it was cool to see crowds of people cheer for the bookmobile. Thanked Joy, Julianne and Lisa specifically for dealing with the Michigan Ave. flooding, as well as a general thank you to staff for work they are doing. |
| Trustee Williams | Pleased that the library comes up in conversations in the community in positive ways. He has heard many a positive comments on the programming being offered. |
| Trustee Kennedy | Expressed the “gut-punch” feeling she had when viewing pictures of the Michigan Ave. flooding. Heartfelt thank you to staff. |
| Trustee Horne McGee | No Comment |

Adjournment

Trustee Horne McGee moved to adjourn at 7:50 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: 6

Nays: 0

Motion: Passed

Absent: 1