Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 23, 2023 (Approved September 27, 2023)

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, Patricia Horne McGee, Theresa Maddix, and Bethany Kennedy formed a quorum. Kristy Cooper arrived at 6:32pm just after the call to order.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Superior Branch Manager Mary Garboden. Virtual attendees included Director Kristen Angel, Investment Services, as well as Senior Associate and Group Manager Jared Lawrence, Terracon, Inc.

APPROVAL OF THE AGENDA
Trustee Kennedy moved to approve the agenda and Trustee Maddix supported this motion.

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

PUBLIC COMMENT
None

Presentation: Michigan Avenue Roof Investigation Report, Jared Lawrence, Terracon, Inc.
Senior Associate and Group Manager Jared Lawrence, Terracon, Inc., joined the meeting virtually to present the general findings of their investigation of the roof gutter and drain conditions at Michigan Avenue. Terracon sent personnel on August 17, 2023, to conduct water testing of the internal gutter system using infrared cameras to identify water infiltration from testing. Mr. Lawrence identified the existing structure and components, and outlined potential areas for failure, including the design, age, materials used, weathering effects and workmanship. Some concerns include that the gutter system was never intended to accommodate the thermal expansion and contraction in the sheet metal lining that contains the water within the gutter system. Mr. Lawrence also discussed that after the July 1, 2023, flooding that caused the branch to close, a rubber flashing was installed by the contractor, Bloom Roofing, to remediate the water infiltration that moved up and over the inside lip of the drip-edge to the gutter system and back-flowed into the building. The testing identified water infiltration primarily along the seams of the gutter, at solder joints, rivet locations and drains. Bloom Roofing has proposed using a patch system at gutter seams. Terracon determined that this is a cost-effective solution that would provide some durability for the next five to eight years. Terracon will further investigate products and approaches to address the sealant joint between the gutter system and the roof cornices and report back to YDL.

Presentation: Michigan CLASS, Kristen Angel, Senior Director, Investment Services
Director Kristen Angel, investment Services, joined the meeting virtually to present on the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) investment program. Michigan CLASS was established pursuant to a Participation Agreement dated October 1, 1991, as most recently amended

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November 1, 2021, and as may be amended from time-to-time, by and among certain public sector entities having joined as Participants. The program's Investment Advisor and Administrator is Public Trust Advisors, LLC, and the program's Custodian is Fifth Third Bank. Director Angel advised that the objectives of the Michigan CLASS program are to provide Participants with an investment alternative that emphasizes safety, liquidity, convenience, and competitive rates of return. The program is designed specifically to accommodate the needs of Michigan public sector investors. In addition, periodic meetings with and surveys of the Participants assure user input in the design and administration of program features. Director Angel closed her presentation with a robust question and answer session with the Board Trustees.

Consent Agenda

Trustee Maddix moved to approve consent agenda (July 26, 2023 Regular meeting and July 2023 Financials and Check Registers). Trustee Kennedy supported this motion.

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

Communication

Director Hoenig briefly touched on the 2023 Library Penal Fines Distribution, which is lower than the budgeted expectation of the disbursement.

Committee Reports

Facilities Committee report provided an overview about all the capital improvement projects recently approved. Director Hoenig also noted that the pendant light color samples arrived, a color was selected, and the pendants should be hung by the end of the fiscal year. New drinking fountains with the high/low stations and water bottle filler are also being installed at Whittaker in the next few days. Finally, there are electrical issues in the Plaza at Michigan Avenue due to the recent flooding. Work is being performed to identify the issue.

Superior Planning Committee: the baseboard heating unit that was cracked has been replaced. TelSystems has more work to do; Lisa and Mary to confer on the list of remaining items. Additional bulletin boards will be installed soon; replacement hardware has been received.

Report of the Library Director

Director Hoenig passed out the new Performance Dashboard, which has been in the works for some time. Director Hoenig and Assistant Director Smith answered several clarifying questions on the dashboard for the trustees. She also pointed out the retirement event for Derek Humphrey at Whittaker Road on Wednesday, August 30th, 2023, and invited the trustees to join in the celebration.

Old Business

None

New Business

A. Consideration of resolutions related to the Michigan Avenue roof

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-29

August 23, 2023

RESOLUTION TO AUTHORIZE ROOF GUTTER TESTING 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 sealed the roof gutters, but concerns about drains and seams remained, and

Whereas, Terracon Inc. proposed to test the gutters for water infiltration, and using the emergency clause of the Purchasing Policy, the Library Director requested they move forward immediately, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Terracon to test the gutters at Michigan Avenue roof, at a cost of $5,000 is approved.

BE IT FURTHER RESOLVED that:

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

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

B. Award of snow removal contract(s)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-30

August 23, 2023

RESOLUTION TO AWARD A SNOW REMOVAL CONTRACT

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

Whereas, YDL wishes to lock in a seasonal contract for the next three years, and

Whereas, three bids were received and tabulated, and

Whereas, A.K. Lawncare, the Library's current snow removal contract holder, which has a satisfactory performance record, submitted the low bid, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the snow removal contract for all three YDL locations is awarded to A.K. Lawncare for a seasonal total of $27,500 for the 2023-24 through 2025-26 winter seasons.

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

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-31

August 23, 2023

RESOLUTION TO PURCHASE NEW LAPTOPS FOR STAFF USE

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Whereas, the Ypsilanti District Library strives to provide high quality tools for staff to use in service to its patrons, and

Whereas, demand for staff laptops has increased since the pandemic, and

Whereas, the Library budgeted to purchase staff laptops this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited the attached quote for the desired computers and support using a group purchasing contract, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quote be acquired from Insight Public Sector for $5,203.30.

OFFERED BY: Trustee Winborn
SUPPORTED BY: Trustee Williams
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

D. Consideration of proposed renewal agreements for HVAC maintenance

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-32

August 23, 2023

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER AND MICHIGAN AVENUE LIBRARIES THROUGH 8/31/26 AND A CUSTOMIZED PROFESSIONAL MAINTENANCE PROGRAM FOR THE SUPERIOR LIBRARY THROUGH 8/31/24

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Whereas, the Ypsilanti District Library's facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services has serviced the Library's HVAC equipment under a Guaranteed Professional Maintenance agreement for many years, and

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for Whittaker and Michigan Avenue for the next three years, and

Whereas, they have proposed a one-year Customized Professional Maintenance Program for YDL-Superior since its equipment is still so new, and

Whereas, YDL Facilities and Administrative staff wish to continue the Library's positive working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the three Agreements proposed by Campbell Mechanical Services.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Winborn
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed

E. Resolution to join Michigan CLASS investment pool

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-33

August 23, 2023

RESOLUTION TO JOIN MICHIGAN CLASS INVESTMENT POOL

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Whereas, it is the policy of Ypsilanti District Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow needs and complying with all state statues governing the investment of public funds, and

Whereas, the Michigan CLASS investment pool complies with Public Act 20, offers ample liquidity, and is generating a much better return on investment than what the Library currently enjoys, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library Director is authorized to enroll the Ypsilanti District Library in the Michigan CLASS investment pool.

OFFERED BY: Trustee Maddix
SUPPORTED BY: Trustee Kennedy
YES: 5 NO: 2 ABSENT: 0 VOTE: 5-2 Passed

Roll Call Vote:
Trustee Steimel - Yes
Trustee Williams - Yes
Trustee Winborn - No
Trustee Horne McGee - Yes
Trustee Maddix - Yes
Trustee Kennedy - Yes
Trustee Cooper - No

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Advised that when she does vote “No” on something she doesn’t believe there has to be a delay for unanimity to move forward, as long as the item passed with a quorum.

Trustee Steimel	Stated he has heard conversation in the community regarding the loss of Michigan Avenue, and many inquiries into the re-opening date. He also advised that Ypsi Glow is cancelled for this year, and may not be in operation in the future.
Trustee Winborn	Discussed the recent interview by Channel 7 at Superior Library with her genealogical society. Expressed gratitude to the Superior location and staff for their excellent customer service and atmosphere in the branch.
Trustee Maddix	Stated how fantastic the Superior Library facility looks and feels.
Trustee Williams	Stated how hard the community has taken the closing of the Michigan Branch location. The impact on the downtown area, other businesses and services, has been pronounced and he is hearing about it. He advised the County is trying to come up with some clever solutions. He also thanked Superior Library for hosting the board meeting.
Trustee Kennedy	Thanked the Superior Library for hosting the board meeting. She looks forward to getting out and looking at the many areas that have been driving patrons into the branch all summer, such as the garden.
Trustee Horne McGee	No Comment

Adjournment

Trustee Kennedy moved to adjourn at 8:20 p.m. Trustee Winborn seconded this motion.

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