

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, June 26, 2024 (Approved July 24, 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, Brian Steimel, Kristy Cooper, Jean Winborn, and Terrence Williams formed a quorum. Patricia Horne McGee arrived at 6:36pm.

Also present: Director Lisa Hoenig, Business Office Manager Andrew Hamilton, Branch Manager Joy Cichewicz, Branch Manager Mary Garboden, Customer Services Clerk Shayla Card-Nowlin, Paraprofessional Mani Brito, Paraprofessional Ellen Steves, as well as Architect Kyle Keaffaber of Faber Design Co.

**APPROVAL OF THE AGENDA**

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

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

**PUBLIC COMMENT**

None

**INTRODUCTION OF NEW STAFF**

Joy Cichewicz introduced three new staff members to the Board, all of whom will be stationed at the Michigan Avenue branch once it re-opens. She brought forward Shayla Card-Nowlin, who will be working as a Customer Services Clerk, as well as Mani Brito and Ellen Steves, both of whom will be working as Paraprofessionals in the Adult Services Department.

**Presentation:** Michigan Avenue vestibule options – Kyle Keaffaber, Architect and Joy Cichewicz, YDL – Michigan Branch Manager. Kyle Keaffaber began the presentation with some additional renderings of the space and vestibule to help the Board better understand their choices for the final restoration of this space. Joy Cichewicz joined into the presentation at various points to provide context.

**Presentation:** Superior summer overview – Mary Garboden, YDL – Superior Branch Manager. Mary Garboden provided the Board with an audiovisual overview of summer programming at the branch. She advised that this is the second summer of programming since the opening of the branch and the experiences learned helped shape this year's programming. She discussed the high attendance numbers last year and how this impacted staffing levels as well as identifying and securing partnership with other organizations such as Youth Arts Alliance and Food Gatherers. Mary displayed the flyer distributed door-to-door with our partners to inform the community of the upcoming events. She then discussed the schedule of programs and highlighted what she considers to be the flagship program with Youth Arts Alliance known as the Summer of HeART. This grant-funded program offers a free low-barrier summer camp style lineup for eight weeks Monday through Friday.

**Consent Agenda**

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Trustee Winborn moved to approve consent agenda (May 15, 2024 Regular meeting minutes and May 2024 Financials and Check Registers). Trustee Steimel supported this motion.

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

**Communication**

Director Hoenig briefly discussed the communication from The Library Network that shows the value added for the cost of their services.

**Committee Reports**

Friends of the Library – Trustee Steimel informed the group about the meetings held by the group as well as the sales and customer counts. The group is attributing a positive trend in revenue and new customer counts to correct ad placements. He also discussed the work on a new logo and continued research into pricing tiers for membership, as well as the new process that allows credit cards to be used for membership purchases. He ended with the groups' work into researching the terms of several 40-year old CD's and the possibility of changing terms or cashing-out. Trustee Steimel then responded to several questions from his fellow trustees regarding the above items, as well as the current push for the group to seek a 501(c)3 tax status.

Facilities – Director Hoenig provided a couple updates to the report from this month's packet. One update is that the week of July 22<sup>nd</sup> we should see the installation of the replacement light poles at Michigan Avenue. She also discussed the successful mitigation of the water leak at the Superior location around the skylight, and that a second set of leaks is being addressed in the book return area.

Michigan Avenue Building Committee – Director Hoenig explained how the committee dealt with several change orders for the continued restoration of the location. She also advised on the items such as furniture and millwork that is being scheduled and the race to completion for a successful opening.

**Report of the Library Director**

Director Hoenig advised that the 4<sup>th</sup> of July Parade through Ypsilanti is rapidly approaching and invited the Board members to join if they wished. Then she brought the Trustees up to speed on the current status of the Tea Party scheduled for July 30<sup>th</sup> at the Michigan Avenue location. She is excited to show the community the progress made at Michigan Avenue and the plans for the future of that building. Director Hoenig also addressed the ongoing situation with DTE and the repairs to the Whittaker Road HVAC system. She is working with an attorney to determine an approach. Director Hoenig mentioned a meeting with Washtenaw County officials to discuss the AARPA technology grant and the items listed by the library for consideration. She believes most of the items will sail right through, but perhaps only part of the new ILS system will be included in that grant. Director Hoenig discussed a recent bronze casting of the writing found at Michigan Avenue during the restoration process. This work was performed by Brian Nelson, an EMU art professor, and she hopes the piece as well as the professor will be available for the grand opening. She briefly touched on the materials placed after her report that detailed the conferences she attended recently that the Trustees may find of interest, as well as the Strategic Plan Progress Report, and asked for and responded to questions from the Board.

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**Old Business**

- A. Selection of Michigan Avenue vestibule change order options

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-15

May 15, 2024

RESOLUTION TO APPROVE A CHANGE ORDER REGARDING THE MICHIGAN AVENUE  
VESTIBULE

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

Whereas, as repair work is underway, YDL also plans to redesign portions of the building's interior,  
and

Whereas, the architectural plans call for reworking the historic front entry vestibule, and

Whereas, Phoenix Contractors, Inc. has solicited three quotations for the work and the three options  
each have different merits, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the following Change  
Order to rework the vestibule is approved: 2.2-A.

BE IT FURTHER RESOLVED THAT the Capital Asset Replacement Fund will be used for this  
project.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Williams

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

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**New Business**

- A. Approval of 2024 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-16

June 26, 2024

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2024

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Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2024 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Maddix

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

- B. Budget amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-17

June 26, 2024

RESOLUTION TO AMEND THE 2023-24 BUDGET

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Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

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Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2024 be amended as presented.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

C. Approval of an amendment to the Harris Road widening repayment agreement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-18

June 26, 2024

RESOLUTION TO FINALIZE AN AMENDED REPAYMENT AGREEMENT WITH  
SUPERIOR TOWNSHIP FOR COSTS ASSOCIATED WITH HARRIS ROAD WIDENING

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Whereas, the Ypsilanti District Library built a new Library in Superior Township, and

Whereas, the Washtenaw County Road Commission approved the new Library's driveway permit contingent on widening of Harris Road, and

Whereas, Superior Township paid for the widening of the road and the Library agreed to repay these costs following the building's completion, and

Whereas, the building is open, the total amount to be repaid has been determined, and a new schedule for payments has been established, and

Whereas, the Superior Township Board of Trustees approved the amended agreement on May 20, 2024, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The repayment agreement as amended is approved.

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BE IT FURTHER RESOLVED that:

The Library Director is authorized to make the stated schedule of payments from the Capital Improvement fund for the Superior Building Project.

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Horne McGee

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

D. Award Audit contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-19

June 26, 2024

RESOLUTION TO ENGAGE GABRIDGE & CO. FOR AUDITING SERVICES

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Whereas, Michigan Public Act 2 of 1968, as amended, requires that each governmental unit serving a population of 4,000 or more have an annual audit, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that an audit of Ypsilanti District Library's records shall be performed each year by a qualified Independent Certified Public Accountant or firm of Certified Public Accountants licensed to practice public accounting in the State of Michigan, and

Whereas, the Library released an RFP for Auditing Services on April 1, 2024, and four proposals were received, and

Whereas, the four proposing firms were determined to be qualified and two were selected for interviews, and

Whereas, following interviews and reference checks, Gabridge & Co. is the firm recommended by the Library's Director, Accountant, and Business Office Manager, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Gabridge & Co. be engaged to conduct auditing services for the fiscal year ending November 30, 2024, with a potential extension to a 3-year engagement.

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OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Maddix

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

- E. Consideration of a quotation from Campbell, Inc. to repair the Whittaker HVAC system following damages caused by DTE

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-20

June 26, 2024

RESOLUTION TO AUTHORIZE HVAC REPAIRS AT WHITTAKER ROAD

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Whereas, unexpected work by DTE on the transformer at YDL-Whittaker left the library in brownout power conditions for over 24 hours on April 14 and 15, and

Whereas, this situation caused extensive damage to the building's HVAC system, and

Whereas, Campbell, Inc. performed emergency repairs following the incident to make the system functional, and

Whereas, Campbell, Inc. has provided a quotation to undertake the repairs required to ensure the system continues to perform as expected, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to fully repair the HVAC system at Whittaker Road at a cost of \$39,421 is approved.

BE IT FURTHER RESOLVED that:

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

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

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F. Changes to meeting locations

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-21

June 26, 2024

RESOLUTION TO CHANGE THE LOCATION OF TWO UPCOMING BOARD MEETINGS

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Whereas meetings of the Ypsilanti District Library Board of Trustees are required to be open to the public, and

Whereas YDL-Michigan will not yet be open for business in July, but the Board wishes to hold a meeting there in 2024,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The July 24, 2024 Board meeting will be held at YDL-Whittaker, and the September 25, 2024 meeting will be held at YDL-Michigan.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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



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**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	Trustee Cooper advised how much she and her family enjoy the Superior location and staff, and that this has become the library she visits the most. She also appreciates being able to pay for her Friends of the Library membership with a credit card.
Trustee Steimel	Trustee Steimel advised that at a recently attended EMU emeritus event a member told him how thrilled she was to be able to renew her library card online. He also mentioned recent questions from constituents regarding the continued fundraising from the library, as well as scheduling of the in-service day for library staff so near the Memorial Day holiday.
Trustee Winborn	Trustee Winborn wanted to thank the staff at the libraries for all the solid work they do every day. She mentioned how much her genealogy group appreciates utilizing the Whittaker location for allowing the group to host meetings there.
Trustee Maddix	Trustee Maddix thanked Mary Garboden and her staff at the Superior location for welcoming the Board. She believes this is the facility they dreamed of and it has surpassed Board expectations since its opening. She applauds the work of the staff as they continue to strive for improvements.
Trustee Williams	Trustee Williams has enjoyed observing the Superior staff as they interact with patrons and their children and is impressed with the work done on a daily basis.
Trustee Kennedy	Trustee Kennedy is disappointed to be missing the Tea Party but wishes the group success on what should be a lovely day of activities. She also thanked the Superior library staff for hosting this month's Board meeting.
Trustee Horne McGee	No Comment

**Adjournment**

Trustee Horne McGee moved to adjourn at 8:06 p.m. Trustee Winborn seconded this motion.

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