

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 27, 2024 (Approved May 15, 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, Jean Winborn, Terrence Williams and Kristy Cooper formed a quorum.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Head of Youth Services Jodi Krahne.

**Approval of the Agenda**

Trustee Steimel asked to include a Friends of the Library Report in the Committee Reports section. With that addition, Trustee Winborn moved to approve the agenda and Trustee Williams supported this motion.

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

**Public Comment**

Mr. Chris Tebbens advised he had read the most recent article of the Loop and was excited to see Black Birders Week highlighted there. He is also really looking forward to that event. Secondly, he advised that the Washtenaw Audubon Society has officially changed its name to the Washtenaw Bird and Nature Alliance as it seeks to be more inclusive.

Mr. Derrick Jackson, Director of Community Engagement with Washtenaw County Sheriff's Office, spoke about a couple of items to the Board. He first thanked the library for their partnership last year during the 2023 Community Violence Intervention Summit in assisting with the distribution of books for that event. He also advised that this year's 2024 Community Violence Intervention Summit will be held on April 29, 2024, and he wanted to extend an invitation. The event will be held at the Morris J. Lawrence Building on the Washtenaw Community College campus. This year's author will be Shaka Senghor speaking on his book "Writing My Wrongs: Life, Death, and Redemption in an American Prison."

**Presentation: Project STEM @ YDL report, Jodi Krahne, Head of Youth Services**

Jodi Krahne, Head of Youth Services, provided an overview of the on-going grant sponsored by Toyota Motor North America, Inc. (TMNA). TMNA is using a strategic plan called "Driving Possibilities" in three communities across the USA: Plano, TX, Georgetown, KY, and Ypsilanti, MI. The goal of the program is to ensure that communities have the opportunity to access careers in the high growth industries. They believe the future of their company depends on having an educated workforce. Ms. Krahne explained the model TMNA is using to focus the work on the community, and the library's role in this work. She also broke down the \$30,000 budget from 2023, the significant purchases, programs and impacts of the grant, as well as a preview of plans for the \$30,000 2024 grant budget.

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**Consent Agenda**

Trustee Steimel asked about the attendance roll call on the February 2024 Board meeting minutes. After a brief discussion, the Board agreed to continue the practice of only designating attendance as present or absent. The February 2024 Board meeting minutes will be amended to remove the excused designation. Trustee Maddix moved to approve the consent agenda as amended (February 28, 2024, Regular meeting and February 28, 2024, Financials and Check Registers). Trustee Horne McGee supported this motion.

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

**Communication**

Director Hoenig attended the Superior Township Board Meeting on March 18, 2024. At the meeting, the Superior Township Board voted to approve the measure to effectively match the \$40,000.00 that Washtenaw County offered towards the Harris Road Widening Project. This will bring the total amount due for the project from the Library down to a figure very close the original budgeted amount. Director Hoenig reported that she was told that the April 15 Superior Township Board Meeting will include the actual repayment agreement to be voted on for approval. She thanked both the Superior Township Board as well as Washtenaw County for making this happen.

**Committee Reports**

Facilities Committee Report – Director Hoenig reported that the demolition has started downtown at the Michigan Avenue library. The additional archway in the youth department has been created, all the millwork for the teen zone, youth desk and computers have been removed to open up the space. Upstairs there has been work done to repair the sub-flooring to allow the new flooring to be installed. Director Hoenig advised the work on the vestibule has been a hold-up, as the company who originally accepted the bid for work has backed out. Sourcing a new company for the work has been a priority but is one of the reasons why the opening date will likely be pushed back somewhat. Director Hoenig stated that the target for substantial completion will now be July 12<sup>th</sup>, 2024. She also advised that during a recent windy day a light pole toppled over in front of the library, and that she is discussing replacement options with the Historical Commission. Trustee Maddix requested a review of the home page and more updates, if possible, on the pace of construction at the Michigan Avenue branch. Trustee Williams reported that at the Washtenaw County Board meetings there has been an increase in comments and conversations regarding the Michigan Avenue closure, specifically in regards to warming centers.

Fundraising Committee – Director Hoenig described events being planned in relation to the opening of Michigan Avenue. One event is a ticketed, sneak-peek of the library before opens. The tentative date is June 30. For the second event, a former Board member reached out and asked if they could do a neighborhood house-party for Michigan Avenue. This is an exciting possibility. Director Hoenig would like to convene the Fundraising Committee in the next several weeks to discuss the Board's potential role in these events. Finally, Director Hoenig stated that a welcome-back-bash for the general public is planned for when the library reopens. The date for this event is August 3.

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Michigan Avenue Building Committee – Director Hoenig shared that the Committee approved a study to be performed to detail whether insulation could and should be installed. The thought process is that insulation would save money for both the library and the insurance company, and make the building more resilient. It would also eliminate the need to add radiant heating on the first floor, a cost saving that would also allow for more collection space along the walls. The study was capped at a cost not to exceed \$5000.00. Director Hoenig is happy to report that the initial answer from the engineering firm confirms that insulation may be added. Now they are determining which type of insulation to use.

Friends of the Library - Trustee Steimel advised that a meeting of the group was held on Monday, March 25, 2024. Sales events were discussed, as the most recent pop-up sale continued the trend of performing better than the large sales. The group is also considering other ways to secure funding, including applying for grants. Recently the group applied for a grant to supply a truck for Michigan Avenue. He also discussed his ongoing research comparing local Friends of the Library groups, having identified 25 in southeastern Michigan to compare and contrast. One of the most prominent items he has noticed so far, is that our Friends of the Library group is not 501(c)(3) designated. He believes they might work towards this designation as a way to enhance donations, since the donations will then be tax-deductible. Trustee Steimel responded to several fellow Board member questions, and some time was spent on the dues structure and the comparisons between different groups. Trustee Steimel advised he plans to have a report for the Board at the next meeting.

**Report of the Library Director**

Director Hoenig shared that two EMU social worker student intern candidates were interviewed, accepted, and will begin their placements at the library in late August. Director Hoenig then polled the Board regarding the recent glass repair at Whittaker. The pane has been replaced by the color isn't a great match. The correct color is only produced once a year, and must be special ordered. The quote is over \$22,000. The Board agreed the cost is excessive. If insurance will not cover the replacement, we will stick with the color currently installed.

Trustee Maddix pointed out a correction to the performance Dashboard. The reissue of the recent Audit was also discussed, and Director Hoenig explained the discrepancy and the resolution.

**Old Business**

None

**New Business**

- A. Resolution to designate fund balance for capital improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-12

March 27, 2024

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to offering facilities where all feel welcome and secure, and uses the Capital Projects Fund to maintain them, and

Whereas, additional capital project expenses are anticipated in 2024, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$500,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

OFFERED BY: Trustee Steimel

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	Provided positive feedback to Jodi Kranhke for her work on providing statistics comparing programming attendance and number of programs seasonally over time both before and after the Covid-19 pandemic.
Trustee Winborn	Wanted to thank the library staff for the work and efforts they make every day.
Trustee Maddix	Thanked the Library for co-sponsoring with the League of Women Voters the Precinct Three Candidate Forum. She was appreciative of the library providing materials, but wanted most to thank the staff who took the time to support the effort.
Trustee Williams	Removed himself from the meeting at 7:30pm.
Trustee Kennedy	Appreciative of the New Mover service that was initiated for the people who move into the area and receive the postcard detailing the Library's services available to them. She feels that is a great welcome and service to new residents. She also expressed gratitude for Jodi Kranhke's presentation on Project STEM with Toyota.
Trustee Horne McGee	No Comment

**Adjournment**

Trustee Winborn moved to adjourn at 7:35 p.m. Trustee Horne McGee seconded this motion.

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