Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 25, 2023 (Approved November 29, 2023)

Call to Order
Vice-President Kennedy called the Regular Meeting to order at 6:30 p.m.

Attendance
Trustees Present: Brian Steimel, Terrence Williams, Jean Winborn, Theresa M. Maddix, and Bethany Kennedy formed a quorum. Kristy Cooper arrived at 6:32 p.m. Patrica Horne McGee was absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Building Monitor Drew Eaddy, Communications Intern Hailey Burns, as well as Architect Kyle Keaffaber, Faber Design Co.

Approval of the Agenda
Director Hoenig advised of a correction to the agenda, stating that Committee Reports B should be Facilities not Fundraising. Trustee Maddix moved to approve the agenda and Trustee Winborn supported this motion.

Vote: Ayes: 5
Nays: 0
Motion: Passed
Absent: 2

Public Comment
None

Introduction of New Staff
Director Hoenig was pleased to introduce both Drew Eaddy and Hailey Burns. Ms. Burns is working as a Communications Intern with Ypsilanti District Library. Ms. Burns spoke a few words about her current duties. Drew Eaddy was introduced as the newest Building Monitor, and also spoke a few words of greeting to the Board.

Consent Agenda
Trustee Winborn moved to approve consent agenda (September 27, 2023 Regular meeting and September 2023 Financials and Check Registers). Trustee Williams supported this motion.

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

Communication
Director Hoenig discussed the last, final report from HighScope regarding the TALK evaluation. She believes there is a lot of material there that will help move TALK forward and make it attractive to other libraries.

Committee Reports

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Superior Township Planning - Director Hoenig advised she has had some trouble with TelSystems responsiveness and has asked again for an estimated time of completion on items that need to be resolved. However, other than that we seem to be working towards a resolution of all outstanding items.

Facilities – On Tuesday, October 24, 2023, Enlighten Solutions travelled to the Whittaker Road location and installed a sample of the new lights above the customer service desk. Director Hoenig advised that not only is the light considerably brighter, but she also really enjoys the shape and style of the new lights. She stated that the rest of the lights should be installed around mid-November once a crew is scheduled to complete the work, as all the supplies and materials are now ready.

Director Hoenig also shared a picture of the Whittaker downstairs, youth area family restroom, which has experienced heaving on the floor near the drain. Dan Whisler, Facilities Manager Jim Reed and Director Hoenig investigated and discovered that the top portion of the drain has completely rusted through. The rust apparently pushed up on the tiles and drain cover. Mr. Whistler advised in all his years he has never seen anything like this. Director Hoenig asked the Board for some direction on this issue, as there is a need for plumbing, concrete, tiling and other trades to resolve the issue. Specifically, Director Hoenig asked the board if she may activate the Emergency clause of the Purchasing Policy, or if she should follow the normal procedure and request quotes for the November 2023 board meeting. Both Trustee Maddix and Trustee Winborn spoke up in favor of the use of the emergency purchasing clause. Vice President Kennedy asked the Board if there was anyone with a difference of opinion, and there was none. Permission was granted to pursue a fix for the issue using the Emergency Purchasing Clause.

Director Hoenig also discussed participation in the retro-conditioning program from DTE. This program assists customers in discovering energy savings by identifying ways to make building systems more efficient.

She briefly discussed the project to repair the roof fins above the curtainwall at Whittaker. She advised the project is complete.

Finance – Trustee Maddix spoke about the meeting held on Tuesday, October 17th. She advised the packet accurately represents the discussion held at that time.

Friends of the Library – Trustee Steimel reported that there is $45,000.00 in cash to start planning next year's budget. The group is considering committing to donating $35-40,000.00 this coming year to the library. Last year they committed to $30,000.00 and gave a bit more. He also advised online sales are transitioning from Bob and Mary Jane Ferret to other Friends, and the sale books will be kept at the library. Currently the group is reviewing prices and inventory. He stated the group is requesting CD's for sale. The 1960-70's rock, as well as jazz, are the best sellers right now. Finally, he advised that the Holiday Sale will have expanded hours. Currently looking at November 18th, 2023, from 11 a.m. to 5 p.m., and November 19th, 2023, from 1-4 p.m.

Report of the Library Director

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Director Hoenig started off her report with a big thank you to the Friends of the Library, whose generous $6,500.00 donation closed out the capital campaign to build the new Superior Library branch. Currently the pledge payments are the only outstanding items for the campaign.

She also discussed the A2Y Chamber's Early Edition breakfast, which she and Joy Cichewicz attended on October 18th. They met Mike Smith, Chief Imagineer and Owner of MI-HQ, whose group has an exciting vision to uplift Ypsilanti with a state-of-the-art medical center and a high-tech incubator. Festivals and other events will be planned in an outdoor courtyard, and the facility includes a 160-seat amphitheater. Mr. Smith told them he loves libraries and is looking forward to partnering with Ypsilanti District Library.

Director Hoenig attended the Superior Township Board Meeting on October 16th. She is pleased with the proposed plan for the payback of the Harris Road widening costs. However, the Superior Township Trustees decided to put this item on their November agenda. If approved, Director Hoenig believes the library Board will need to approve as well.

The Bookmobile was at Michigan Avenue last Friday, to provide an opportunity for residents to utilize library services. And the "boo"mobile will be there this Friday with extended hours for Halloween Downtown.

Director Hoenig advised our first implementation meeting for the new ILS is coming up. She followed this with the just delivered, exciting news from Trustee Williams that Washtenaw County would like to contribute, if not pay entirely for, the ILS acquisition to make library services more accessible. The Board was very appreciative of this news and thanked the effort by the County.

The Board then discussed some of the performance indicator numbers from the dashboard to clarify their understanding and provided suggestions.

Old Business

A. Discussion of possible Michigan Avenue structural changes with Kyle Keaffaber, Architect

Mr. Keaffaber provided an update on the current status of costs and timeline for the Michigan Avenue restoration. The structural improvements required for a third floor addition include adding 13 new columns and footings in the basement. However, the lead time for this would likely push the library opening date further out. The Board followed this up with a robust discussion of the current plans and how these items further impact the cost and time schedule. The Board has a priority to open the Michigan Avenue branch as soon as possible, however, they don't want to miss potential cost savings that may be available to do the work now while the facility is opened up and being remediated from the water damage.

After discussion, Trustee Winborn made a motion to get a quote from Phoenix Contractors for the cost and timeline for the renovations, and specifically whether this work would go past June 1st, 2024. Trustee Williams seconded this motion. The motion passed 6-0.

New Business

A. Review of 2024 budget

Director Hoenig provided some brief information about how this draft budget was prepared as well as the spending per capita.

B. Schedule of public hearing for 2024 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-39

October 25, 2023

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED LIBRARY BUDGET FOR THE 2024 FISCAL YEAR

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Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2024 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2024 fiscal year will be held at 6:15 p.m. on Wednesday, November 29, 2023.

OFFERED BY: Trustee Cooper
SUPPORTED BY: Trustee Steimel
YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0 Passed

C. 2024 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-40

October 25, 2023

RESOLUTION TO ESTABLISH A SCHEDULE OF 2024 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2024 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2024 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Trustee Winborn
SUPPORTED BY: Trustee Maddix
YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0 Passed

D. Consideration of proposals from Terracon and IS1 to further repair the Michigan Avenue roof

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-41

October 25, 2023

RESOLUTION TO AUTHORIZE ROOF REPAIRS 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, Terracon, Inc. performed water infiltration testing and made a number of recommendations, and

Whereas, a proposal was secured from Industrial Services, Inc. to complete the first phase of recommended repairs, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Proposal 23-0472 from Industrial Services, Inc. to perform repairs on the Michigan Avenue roof, at a cost of $16,290.00 is approved.

IT IS ALSO RESOLVED that:

The Library Director is authorized to compensate Terracon, Inc. for project administration and site visit costs as required to complete the project.

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

E. Whittaker roof flashing repairs

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-42

October 25, 2023

RESOLUTION TO AUTHORIZE THE REPLACEMENT OF ROOF FLASHING AT WHITTAKER ROAD

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, upon investigation, one of the new leaks at the Whittaker Road Library was found to be due to failure of the seal between the flat roof and the masonry, and

Whereas, Terracon Consultants has provided a scope document to complete the repair, and

Whereas, Industrial Services, Inc. (IS1), has submitted a proposal to replace the roof flashing and repair the leak, 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 proposal for a cost not-to-exceed $20,000.

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

F. Discussion of Board communications priorities

The Board participated in a robust discussion regarding the notification and dissemination of information to board members regarding incidents taking place at the library. After discussion, it was decided that for the next month, the Library Director will send a brief email to the Board if and when authorities are called to the scene, indicating whether the matter has been resolved. It can be evaluated next month when all are in attendance.

G. Discussion of Director evaluation process

The Board discussed the current evaluation process and possible alternatives. It was decided to use the same evaluation process as last year, but the Personnel Committee should look at other options mid-year 2024, when there is more time to explore options.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Kudos to Jodi Krahnke for her scheduling of additional employees from Michigan Avenue by their own personal interests. He also hyped up the intergenerational art program, as well as the bookmobile parking downtown every Friday.
Trustee Winborn	Just started interviewing for the Washtenaw County Food Growers, and in January or February that project should be posted on the library website.
Trustee Maddix	Looks forward to seeing as many people as possible at Halloween Downtown.
Trustee Williams	Advised he had a conversation on October 23rd with a group of Ypsilanti business owners. The discussion involved how the County could support the businesses along Michigan Avenue more by driving more foot traffic into the area. The Michigan Avenue closure and popularity of Halloween Downtown and the Tree Lighting were discussed.
Trustee Kennedy	No Comment
Trustee Horne McGee	Absent

Adjournment

Trustee Kennedy moved to adjourn at 8:34 p.m. Trustee Cooper seconded this motion.

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