

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, May 15, 2024 (Approved June 26, 2024)

**CALL TO ORDER**

President Bethany Kennedy called the Regular Meeting to order at 6:42 p.m.

**Attendance**

Trustees Present: Bethany Kennedy, Theresa M. Maddix, Patricia Horne McGee, and Brian Steimel formed a quorum. Kristy Cooper, Jean Winborn, and Terrence Williams were absent.

Also present: Director Lisa Hoenig; Assistant Director Julianne Smith; Business Office Manager Andrew Hamilton; Community Relations Coordinator Sam Killian; Head, Acquisitions Services Katie Page; and Architect Kyle Keaffaber, Faber Design Co.

**APPROVAL OF THE AGENDA**

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

Vote: Ayes: 4  
Nays: 0  
Motion: Passed  
Absent: 3

**PUBLIC COMMENT**

None

**Presentation:** 2023 Annual Report, Sam Killian, Community Relations Coordinator  
Sam Killian provided the Board with a first-look at the 2023 Annual Report. He discussed the choice of theme, topics and images by going page by page and offering insights behind each portion. He also drilled into the numbers provided in the document.

**Presentation:** University of Michigan School of Information (UMSI) student analysis of Michigan/Ypsi Room, Katie Page, Head, Acquisitions Services  
Katie Page advised that the library hosted several graduate students over the last few months. The focus of this group was to perform archival research on the Michigan/Ypsilanti collection and re-evaluate, assess and provide recommendations on how to move forward with the collection. She discussed the groups methodology and goals, as well as the final reports and indexing provided by the group. Links to the documents were provided to the Board members for further review.

**Presentation:** Michigan Avenue vestibule options, Kyle Keaffaber, architect  
The architect Kyle Keaffaber discussed options for reworking the Michigan Avenue vestibule. He provided a brief history on the casting of the structure and why it is so unique. He shared pros and cons of the available options to the Board. Mr. Keaffaber responded to Board member questions with information and drawn illustrations to provide context for their decision making.

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**Consent Agenda**

Trustee Maddix moved to approve consent agenda (March 27, 2024, Regular meeting minutes and March and April 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

Vote: Ayes: 4  
Nays: 0  
Motion: Passed  
Absent: 3

**Communication**

Director Hoenig briefly reviewed the communications included in the Board packet.

**Committee Reports**

Friends of the Library – Trustee Steimel advised that sales taxes have been paid and are up-to-date. He stated the April shop sales were strong and that both the Book Sales and Book Shop Committees are becoming more active. The group received a \$400 grant for a new book cart when Michigan Avenue re-opens. The group is opening a second account to deposit online sales revenues into. He discussed the upcoming changes to the by-laws which will be presented for a vote at the next meeting. Finally, he asked for any suggestions or ideas from the Board to take to the group, as well as answered questions from his fellow trustees.

Fundraising – Director Hoenig advised the group met and planned for two upcoming events. One event will be a sneak-peek “tea party” inspired by the Patsy Chandler events of the past. It will be held on Sunday, June 30<sup>th</sup>, at the Michigan Avenue Plaza. There will be a nominal ticket cost with a plan to limit the number of guests to 100-150 people. There will be presenters as well as tours of the construction. Then, on Friday, August 2<sup>nd</sup>, the Noise Permit teen showcase of talent is planned, in the library plaza. The second planned event is the next day, on Saturday, August 3<sup>rd</sup>, which will be the public welcome back celebration for Michigan Avenue. There will be food and entertainment as well as a ribbon cutting.

Facilities – Director Hoenig reported on the power outage as well as the subsequent claim from DTE. It appears our insurance provider will cover our claim and then seek reimbursement from DTE.

Michigan Avenue Building – the committee approved the purchase of metal shelving, which provided a significant cost savings from the all-wood shelves that were originally planned. There are a number of change orders still being worked on by Phoenix Construction. The other large purchase considered was the vestibule, which was determined to need full Board approval.

**Report of the Library Director**

Director Hoenig shared that Washtenaw County still has ARPA funds for technology. She stated that she received a contract from the county for over \$300,000.00 to be used for purchasing much needed items, including a power generator, a set of lockers, and the new ILS system. She also pointed out the number of interns and a Graham Scholar who are working this summer. Director Hoenig discussed the recent social worker grant submittals, as the library was not selected for the Trinity Health grant. However, she feels hopeful that the Michigan Health Endowment Fund will come through as our submittal was much stronger and we received many letters of support. Director Hoenig highlighted the Recite Me Report

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found in the packet, which is the overlay on the website regarding accessibility. She concluded with information about the new Fund Balance forecast and chart.

**Old Business**

None

**New Business**

- A. Consideration of a proposal to replace two light poles at the entrance to Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-13

May 15, 2024

RESOLUTION TO REPLACE TWO LIGHT POLES AT THE ENTRANCE TO MICHIGAN  
AVENUE

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Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, one of the light poles at the entrance to Michigan Avenue fell in heavy winds, and the base of the second pole has similarly corroded anchor bolts, and

Whereas, an improvement to this situation is desired before the library reopens this summer for both safety and aesthetic reasons, and

Whereas, the Library Director has requested approval from the Ypsilanti Historic District Commission for replacement light poles as specified in the attached proposal from Enlighten, and

Whereas, the Commission will consider the matter on May 14, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to replace the two light poles as approved by the Ypsilanti Historic District Commission for a total cost not-to-exceed \$18,155.

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

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Steimel

YES: 4      NO: 0      ABSENT: 3      VOTE: Passed

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- B. Approval of quotations to purchase additional security camera equipment and contract for necessary cabling

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-14

May 15, 2024

RESOLUTION TO PURCHASE EQUIPMENT AND DATA CABLING TO UPGRADE THE  
YDL SURVEILLANCE SYSTEM

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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, security and IT staff recommend increasing the Whittaker Road library's security camera coverage, and

Whereas, the Library budgeted to install additional cameras this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited two quotes for the desired cameras, and

Whereas, new data cabling is also required to execute this project, and

Whereas, a quote for this work was also solicited, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quotes be acquired from the low bidder, Presidio Networked Solutions Group, LLC, for \$7,466.31.

BE IT FURTHER RESOLVED that the data cabling quote from Michigan IT Technicians, LLC for \$4,785.00 is also approved.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Maddix

YES: 4      NO: 0      ABSENT: 3      VOTE: Passed

- C. Selection of Michigan Avenue vestibule change order options

**Trustee Maddix made a motion to table this agenda item until the June meeting. Trustee Horne McGee seconded the motion. Following discussion, the motion passed unanimously.**

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**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	(Absent)
Trustee Steimel	No comments
Trustee Winborn	(Absent)
Trustee Maddix	She believes the work on the oral history project is phenomenal and believes that this is work that the library should be very proud of. She is learning so much about the history of the area.
Trustee Williams	(Absent)
Trustee Kennedy	Believes that the recent ability to promote from within was awesome for the library and staff. She was also happy to see YDL received some responses to the New Mover service postcards.
Trustee Horne McGee	No comments

**Adjournment**

Trustee Maddix moved to adjourn at 8:08 p.m. Trustee Steimel seconded this motion.

Vote: Ayes: 4  
Nays: 0  
Motion: Passed  
Absent: 3