

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Approved November 30, 2022)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Theresa M. Maddix, Kay Williams, Patricia Horne McGee, Brian Steimel, Bethany Kennedy formed a quorum and Jean Winborn (6:35 p.m.) and Kristy Cooper (6:40 p.m.)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Business Office Trainer Diane Schrag

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the agenda and Trustee Kennedy supported this motion.

Vote: Ayes: Maddix, Williams, McGee, Steimel and Kennedy
Nays: None
Motion: Passed
Absent: Winborn, Cooper

PUBLIC COMMENT

NONE

Introduction of new staff: Lisa Hoenig introduced YDL's new Business Office Manager Andrew Hamilton.

CONSENT AGENDA

Trustee Kennedy moved to approve the consent agenda (September 28, 2022, Regular meeting minutes, September 2022 Financials and Check Registers). Trustee Williams supported this motion.

Vote: Ayes: Maddix, Williams, McGee, Steimel and Kennedy
Nays: None
Motion: Passed
Absent: Winborn, Cooper

COMMUNICATION

The Library Network (TLN) document with updated strategic framework. Lisa is excited about the final page that establishes a substitute worker pool. Lisa advised that with the different director of TLN in place the past couple years it appears his organization is focusing on more collaboration.

COMMITTEE REPORTS

- Finance
 - Trustee Williams and Trustee Maddix reported on the committee meeting..
 - Trustee Williams said the budget seemed to be reasonable.
 - Trustee Maddix advised the documents provided greatly helped their understanding of the accounts.
- Friends of the Library (FOL) Report
 - Trustee Steimel defers to Assistant Director Smith. The FOL Met with a quorum for a short meeting. The FOL is scrubbing membership list from 2019 to make sure database is up-to-

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date. Holiday Sale is on November 19th from 11am-3p.m. at Whittacker. Faye Barnes resigned from the FOL board, with a new board member named Lynn Wolfgram. FOL is estimating \$30,000.00 in donations to the library for 2023.

-Fundraising

- Lisa advised that the fundraising is going well and that she is so excited by how close we are to the stated goals for fundraising. Lisa believes we will meet those goals before the end of the fiscal year.

-Superior Building

- Received our 14,000 item collection for this branch and the staff has been unboxing and checking items in.
- New Superior staff are starting today and assisting in the unboxing.
- Trustee Maddix asked if there will be TikTok videos of the unboxing. Assistant Director Smith advised she is leaving that to the Communications Department.
- A large chunk of the children's furniture has been received.
- Lisa advised she is not happy with the current state of the road construction leading up to the new branch. She advised that the company working on the road has fired the foreman on the project as of Monday the 24th.
- Picture of old, mostly empty library is shown. Director Hoenig advised Fire Department will be taking over use of that space as sleeping quarters.

REPORT OF THE LIBRARY DIRECTOR

In addition to the submitted Director's report, Director Hoenig relayed the following:

- Director Hoenig discussed the book brigade and the moving of the collection from the old library to the new library. Coverage was national of the event and was a great celebration as well as fun.
- Invitation to "sneak preview" on November 3rd, 2022, at Superior Branch with media first.
- The Summer Challenge Report showed numbers are growing now that Covid restrictions had lessened.
- The TALK program is moving into Indiana and YDL has been asked to speak at the Indiana Library Conference next week.
- Statistical Dashboard update on the data contained.
- The Flex (vehicle) is worth approximately less than \$4,000.00 and repair estimates are almost \$8,700.00. Director Hoenig advised that even with the proposed discount offered by the dealership of 20% that she doesn't believe the vehicle is worth being repaired. Director Hoenig asks the Board's thoughts on the status of the Flex and if it should be repaired. A person in the public section asks a question about the future of the Flex, and Director Hoenig advised no clear direction yet on what will be the end point for the vehicle.

OLD BUSINESS

- A. Approval of steel cost escalation settlement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-49

October 26, 2022

RESOLUTION TO AUTHORIZE A PAYMENT TO COMPENSATE B&A STEEL FOR
STRUCTURAL STEEL ESCALATION COSTS

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Whereas, the Ypsilanti District Library is building a new branch library at 1900 Harris Road in Superior Township, and

Whereas, B&A Steel was awarded the subcontract to provide structural steel for the building which was covered by a bid bond, and

Whereas, B&A Steel requested \$64,000 over and above their bid due to unprecedented escalation in steel costs, and

Whereas, the Construction Manager, Architect, and Library Director investigated and found that while prices did escalate, B&A Steel bore some culpability and could not sufficiently document their case, and

Whereas, the Library Board offered a \$20,000 payment as a goodwill gesture, since B&A provided the steel and did not hold the project hostage, and,

Whereas, B&A has accepted this offer, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to authorize approval of a forthcoming Change Order from O'Neal Construction to provide this payment.

OFFERED BY: Kay Williams

SUPPORTED BY: Brian Steimel

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

Comments: Trustee Maddix appreciated the negotiations with this company and making sure that the fund available from this shall be put to better use.

NEW BUSINESS

A. Review of FY2023 Budget:

Director Hoenig met with the Finance Committee last week and discussed how the millage passed made it possible to "right-size" the budget. The Director used the benchmarking studies to determine the spending at \$65 per capita for a total estimate of \$5,721,365.00 to start the conversation of what would go in this budget. Allows for about \$500,000 to go back into Fund Balance as well as think about big capital projects, such as a new sidewalk at Whittaker or a replacement vehicle for The Flex. Director Hoenig asks the board if they have any questions on the budget, but there were none.

B. Schedule Public Hearing for 2023 Budget:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-45

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October 26, 2022

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2023 FISCAL YEAR

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 2023 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 2023 fiscal year will be held at 6:15 p.m. on Wednesday, November 30, 2022.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Jean Winborn

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

C. 2023 Holiday Closing Schedule:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-46

October 26, 2022

RESOLUTION TO ESTABLISH A SCHEDULE OF 2023 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 2023 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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The 2023 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Jean Winborn

SUPPORTED BY: Theresa Maddix

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

D. Children in the Library Policy Revision:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-47

October 26, 2022

RESOLUTION TO REVISE POLICY B4: CHILDREN IN THE LIBRARY POLICY

Whereas, the Ypsilanti District Library has a Children in the Library Policy which sets forth guidelines to ensure a safe library experience for children, and

Whereas, with concerns for public health and safety during the Covid-19 pandemic, the policy was revised, and

Whereas, with the opening of the new Superior library next month, all YDL locations will once again be open, and

Whereas, the age at which a child may be in the library unattended has been revised to 10, and children's behavior is more specifically addressed in the latest revision, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Children in the Library Policy revision is adopted.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Kay Williams

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

Comments: Trustee Steimel asked if relevant employees who would be implementing these changes were involved in direct discussions about this policy and whether their input was sought. Assistant Director Smith confirmed that this was correct and employees had discussions with their managers who brought talking points forward to leadership from these employees.

E. Approval of the Purchase of Interior Signage for the New Superior Library:

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RESOLUTION NO. 2022-48

October 26, 2022

RESOLUTION TO APPROVE THE PURCHASE OF INTERIOR SIGNAGE FOR THE NEW
SUPERIOR LIBRARY

Whereas, the Ypsilanti District Library is building a new branch library at 1900 Harris Road in Superior Township, and

Whereas, interior signage is required at the facility, and

Whereas, Daniels & Zermack Architects and library staff are in the process of approving final proofs, and

Whereas, the Library Director shared preliminary conceptual renderings of the signage for review, and

Whereas, time is of the essence because the new library is scheduled to open on November 14, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process, and once finalized, the interior signage be acquired from Take Form for a total cost not-to-exceed \$14,000.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

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

Comments: Director Hoenig displayed several different interior signage renderings to the board. Discussed different materials involved, color scheme used, and how the signage will show through/on the bird glass also installed.

F. Discussion of New Superior Grand Opening/Ribbon Cutting Ceremony:

Director Hoenig advised that she has been working with Mary Garboden, the Branch Manager of Superior Branch, regarding the final details of the grand opening. There will be a ceremony on November 14, 2022, at 4p.m. and she would like the board members to be there. She asks that the board members show up at 3 p.m. to assure everyone is there, and she would like to get everyone a pair of scissors along with the one large ceremonial scissors to cut the ribbon. Director Hoenig also inquired as to who would like to speak at the ceremony and possible weather-alternate plans. The board advised that Director Hoenig should speak, as well as Mary Garboden and the Board President Patricia Horne McGee. Trustee Jean Winborn advised many thanks should be spoken for Trustee Kay Williams as well. Director Hoenig advised the construction manager and architect will also be there.

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G. Discussion of Director Evaluation Process:

Director Hoenig asks Trustee Steimel to lead this discussion. Trustee Steimel advised that in 2020 a narrative evaluation was used due to Covid and Covid-mitigation measures, such as Zoom and email. He then advised in 2021 it was a hybrid combination of the narrative form as well as an Excel spreadsheet. He believes there were some issues with collating the data with the Excel sheet but he did receive everyone's comments and was able to put it together. Trustee Steimel asks the group how they want to perform this year's evaluation. Board decided on using both the narrative and Excel hybrid combination to perform the 2022 evaluation. Trustee Steimel will plan on November 30, 2022, as the evaluation. He will get the information to the Board as of October 31, 2022, and that the board just needs to get information back to him by November 21, 2022. Trustee Steimel will then put together and get the whole packet to Board President Patricia Horne McGee by November 26, 2022. Director Hoenig advised she will complete her self-evaluation by November 18, 2022. Board decides this is a personnel matter and it will be held in closed session after the regular meeting on November 30, 2022.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Maddix	Very excited about Superior opening!
Trustee Cooper	In a search for the new Superior library in Google Maps, the library was there!
Trustee Steimel	Friday is Halloween in the Plaza. Also, inviting everyone to YpsiGlow at 7p.m. He and Joy have been working on a "glow worm" where hula hoops have been decorated and will be handed out to participants and they are forming a Conga line, hoping to get a good turnout of at least twenty kid's families. Wants to give us all opportunity to enjoy the fun.
Trustee Winborn	Late to the meeting as she was being filmed for Channel 7. She was so impressed with the book brigade.
Trustee Kennedy	Is so amazed at what the employees are accomplishing. Reading through the department notes she wants to thank the staff for doing double and triple duty and still giving great service. Also compliments Director Hoenig and Assistant Director Smith's leadership.
Trustee Williams	Started this mission 14 years ago in an effort to build the Superior branch library. In her very first meeting she had to vote against the Superior branch, which was extremely difficult for her to do, but at the time she had to. Then having the millage passed allowed her and the board to make the plans a reality. She hopes that by providing her resignation now the board may plan to replace her with another board member that will serve the board and its direction. She also thanked all her fellow board members for the work they have performed and that her final day will be January 20, 2023. She advised this will also involve picking a new treasurer who will be able to sign checks for the library. This is a fantastic board who does fantastic things and I want to thank you all.
Trustee Horne McGee	I would like to thank Trustee Williams for her service.

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Adjournment

Trustee Willaims moved to adjourn at 7:30 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: Winborn, Maddix, Steimel, Kennedy, McGee, Williams and Cooper

Nays: None

Motion: Passed