

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 30, 2022 (Approved February 1, 2023)

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, Jean Winborn, and Kristy Cooper formed a quorum.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, and Superior Branch Library Manager Mary Garboden.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

NONE

Introduction of new staff: Director Lisa Hoenig introduced YDL's Head of Outreach, Monica Porter, who introduced her new staff: Ms. Susana Adame-Goff, Ms. Kristin Stiger, and Ms. Kaitlyn Johnson. Then Director Hoenig introduced the Superior Branch Library Manager, Mary Garboden, who introduced her new staff: Ms. Sienna Higgins, Ms. Kallista Walker, Ms. Lewander Davis, and Ms. Coronda Maxwell.

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (October 26, 2022, Regular meeting minutes, October 2022 Financials and Check Registers). Trustee Winborn supported this motion.

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

COMMUNICATION

None

COMMITTEE REPORTS

- Friends of the Library (FOL) Report
 - Trustee Steimel advised the FOL Holiday Sale brought in \$1202.00. \$652 of that is credit, so the credit point of sale is working. Committed \$30,000.00 for library in 2023, which is \$6000.00 more than 2022. In the process of setting up a self-serve cart at Superior branch. Working on a new logo. Annual meeting will be Monday, January 23, 2023 at 4pm.
- Fundraising

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- Director Hoenig advised that she doesn't currently have a formal report, however, we just had a pledge from Domino's Pizza for \$5000.00 from "Giving Tuesday". Donor Reception scheduled for Superior on January 28, 2023, from 7-9pm.
- Superior Building
 - Harris Road is still under construction. Barricades and barrels are still up, so it is difficult for some patrons to realize the library is open.
 - Lounge furniture arrived and looks lovely.
 - Keys to the "old" library have been provided back to the Fire Chief.
 - Security cameras are installed and working.
 - There have been some growing pains: day when heat didn't turn on, then it was on too high; issues with the bathrooms, a light falling out of ceiling
 - Mary Garboden advised how much the library has been utilized, with 100-150 people a day during the opening week.

REPORT OF THE LIBRARY DIRECTOR

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

- The light pole that was knocked down outside Whittaker has been re-installed and is working.
- Learned about how salt and other products on new concrete has negative impact on its life-span. Asked a company to research some alternate products, some of which were quite expensive. Decided to use a sealer on the concrete areas, but now having to juggle when to seal the concrete due to weather and usage of the areas.
- Hired a new security guard from an outside company for Michigan Avenue.
- New substitute bookmobile driver starting December 5, 2022, driving filling post first posted in 2018

OLD BUSINESS

None

NEW BUSINESS

- A. Consider approval of FY2022-23 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-50

November 30, 2022

RESOLUTION TO ADOPT THE 2022-23 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

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Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2022-23 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4633 mills.

OFFERED BY: Kay Williams

SUPPORTED BY: Brian Steimel

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

B. Amendment of FY2021-22 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-51

November 30, 2022

RESOLUTION TO AMEND THE 2021-22 BUDGET TO REFLECT PROJECTED YEAR-END
SPENDING

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

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

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2022 be amended as presented.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Kay Williams

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

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C. Consideration of possible special meeting to interview for an upcoming Board vacancy

Director Hoenig proposed an interview with an applicant on December 14, 2022, at 6:30pm, or the Personnel Committee could interview instead. Board wants to interview, and Director advised she will post a special meeting and forward details for the interview.

D. Approval of HVAC maintenance contract for the Superior library

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-52

November 30, 2022

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE SUPERIOR LIBRARY
THROUGH 11/30/23

Whereas, the Ypsilanti District Library's facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services services the Library's HVAC equipment at the Whittaker Road and Michigan Avenue libraries, and

Whereas, Campbell Mechanical Services has proposed a Guaranteed Professional Maintenance Agreement for the new Superior library's warranted equipment for the next year, changing filters and performing regular maintenance checks, and

Whereas, at the conclusion of the warranty period the contract will be reassessed, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the Guaranteed Professional Maintenance Agreement proposed by Campbell Mechanical Services for Superior effective December 1, 2022 through November 30, 2023.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Jean Winborn

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

E. Approval of a cleaning contract for the Superior library

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-53

November 30, 2022

RESOLUTION TO AWARD A CLEANING CONTRACT FOR THE NEW SUPERIOR
LIBRARY

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

Whereas, YDL desires to contract with a cleaning service to keep the building clean and looking like new, and

Whereas, time is of the essence due to the resignation of one of YDL's full-time custodians, and

Whereas, A Production Building Solutions has been recommended by three different parties, and

Whereas, a proposal was secured for nightly after-hours cleaning 6 days per week which the library budget can accommodate, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and authorize the Library Director to execute the contract for janitorial services as proposed by A Production Building Solutions for a base cost of \$1,980 per month.

OFFERED BY: Jean Winborn

SUPPORTED BY: Theresa Maddix

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

F. Consideration of a proposal to upgrade and repair string lights at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-54

November 30, 2022

RESOLUTION TO REPAIR AND UPGRADE THE WHITTAKER STRING LIGHTS

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

Whereas, the Whittaker library's string lights in the public areas stopped working, creating dark conditions that felt unsafe to patrons and staff, and

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Whereas, an improvement to this situation is desired, and

Whereas, the Library Director engaged a consultant from Enlighten to develop a lighting upgrade and repair plan, and the situation brought the string lights to the forefront, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to perform the lighting repair and LED upgrade as proposed for a total cost not-to-exceed \$8,500.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

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

G. State of Michigan Public Act 152 (80/20 health care split affirmation)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2022-55

November 30, 2022

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2023, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Brian Steimel

SUPPORTED BY: Bethany Kennedy

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

H. Scheduling of 2023 annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-56

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RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2023

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2023 shall be held at 6:30 p.m. on Wednesday, January 25th.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

Closed session for Director evaluation at 7:30pm

Open session resumed at 8:00pm. Trustee Jean Winborn made a motion to approve a 7% increase to the salary for Director Lisa Hoenig for the 2022/23 fiscal year effective December 1, 2022. Trustee Bethany Kennedy supported this motion.

OFFERED BY: Jean Winborn

SUPPORTED BY: Bethany Kennedy

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Very excited about Superior opening and getting to see all the new faces!
Trustee Steimel	Agreed with Trustee Cooper's comments.
Trustee Winborn	Excited about Superior opening and wanted to thank the staff for all the opening events and the smooth operation since opening.
Trustee Maddix	Wants to thank board and staff. Special thanks to Lisa Hoenig, Mary Garboden, and Jean Winborn. Finally, a most special thanks to Kay Williams for her work.
Trustee Williams	Appreciates the support of the board members. Advised that everything beautiful in the library is from the good decisions and actions of this board. Wants to encourage this board to keep it moving.
Trustee Kennedy	Advised that opening the Superior Library has been a highlight of her professional life accomplishments. Now wonders what else the future holds.
Trustee Horne McGee	Agrees with previous comments. Advised Superior library has been a labor of love and that the ribbon cutting was a great day. Also, loved "The Loop" newsletter this month.

Adjournment

Trustee Kay Williams moved to adjourn at 8:10 p.m. Trustee Bethany Kennedy seconded this motion.

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

Nays: None

Motion: Passed

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