

Ypsilanti District Library  
Board of Trustees Meeting Minutes, July 24, 2024  
(Approved August 28, 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, Brian Steimel, Kristy Cooper, Jean Winborn, Terrence Williams, and Patricia Horne McGee formed a quorum.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Branch Manager Joy Cichewicz, Paraprofessional Daishayanea Jackson, Head of Adult Services Paula Drummond, Librarian Brett Hamilton, as well as Librarian Nicole Walley.

**APPROVAL OF THE AGENDA**

Director Hoenig asked to include New Business F – Resolution to Approve 2025 MACC Grant Application with the existing agenda. Trustee Winborn moved to approve the agenda with this inclusion and Trustee Williams supported this motion.

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

**PUBLIC COMMENT**

Mr. Chris Tebbens briefly spoke about the recent forums held by the League of Women Voters of Washtenaw County in association with Ypsilanti District Library. Mr. Tebbens wanted to further encourage the library to partner and work with the local communities and/or other relevant organizations to ready the population they serve for the coming elections in November.

Paula Drummond spoke to Mr. Tebbens comments by describing the library's voter education partnerships and upcoming events currently scheduled to support this initiative.

**INTRODUCTION OF NEW STAFF**

Joy Cichewicz introduced Paraprofessional Daishayanea Jackson to the Board and briefly discussed her past qualifications and provided an overview of projects they are planning to implement in the near future. Ms. Jackson will be stationed at Michigan Avenue once the location re-opens this fall. Paula Drummond introduced two new librarians, Brett Hamilton and Nicole Walley, to the Board, both of whom will be stationed at Whittaker Road. She also spoke about their past qualifications and experiences as well as the plans for their duties and initiatives moving forward.

**Consent Agenda**

Trustee Maddix moved to approve the consent agenda (June 26, 2024 Regular meeting minutes and June 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

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**Communication**

Director Hoenig pointed out the article “Libraries Are Resilience Hubs” she included in the Board packet as the Trustees may find this article of interest.

**Committee Reports**

Facilities – Director Hoenig advised there is much written information in the packet, but she does have one additional update regarding the Bookmobile, which has been fixed and is operational again.

Michigan Avenue Building Committee – Director Hoenig shared that the committee approved a proposal for data cabling at this site. She mentioned that the final specifications for the millwork is in process, and she is hopeful it will be ready by the target project completion date. The coring of the floor is complete. The drywall, including the ceiling, is nearly finished and will be ready for sanding and painting very soon. The basement is on schedule to be done so that staff may re-occupy the space and begin shelving materials on August 19<sup>th</sup>, 2024. Dates have been confirmed for furniture delivery in early September.

**Report of the Library Director**

Director Hoenig began her report by thanking the Board members for their participation at the Tea Party event. She felt the event was well received and a success. Director Hoenig spoke about the Washtenaw County ARPA contract, which she signed, and we are waiting for a counter-signature from the County before we begin spending those funds. The last item addressed was the resignation of two employees.

**Old Business**

None

**New Business**

- A. Consideration of a proposal for Whittaker landscaping improvements following sidewalk reconstruction

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-22

July 24, 2024

RESOLUTION TO AUTHORIZE LANDSCAPING IMPROVEMENT WORK AT WHITTAKER  
ROAD FOLLOWING SIDEWALK RECONSTRUCTION

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Whereas, reconstruction of the entry sidewalk at Whittaker Road will take place in August and September, and

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Whereas, a number of dead trees were removed in preparation for this work and the construction will disturb the surrounding beds, and

Whereas, planting of new trees and clean-up of beds is desired to refresh the building's landscaping and make the entry attractive and welcoming, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the attached proposal from RNA Facilities Management for landscaping improvements at Whittaker Road is approved for a cost of \$5,595.00.

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Winborn

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

B. Consideration of proposed renewal agreement for Superior HVAC maintenance

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-23

July 24, 2024

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR  
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE SUPERIOR LIBRARY  
THROUGH 8/31/26

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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 has serviced the Library's HVAC equipment under a Guaranteed Professional Maintenance agreement for many years, and

Whereas, we entered into a one-year Customized Professional Maintenance Program for YDL-Superior in 2023 since its equipment was so new, and

Whereas, Campbell Mechanical Services now proposes a Guaranteed Professional Maintenance Agreement for Superior for the next two years, and

Whereas, YDL Facilities and Administrative staff wish to continue the Library's positive working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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The Library Director is authorized to waive the bid process and approve the Agreement proposed by Campbell Mechanical Services for a cost of \$11,088 per year.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

C. Consideration of a proposal to remove, repair and reinstall Whittaker outdoor metal fixtures

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-24

July 24, 2024

RESOLUTION TO AUTHORIZE THE REMOVAL, REPAIR, AND REINSTALLATION OF  
OUTDOOR METAL FIXTURES AT WHITTAKER ROAD FOLLOWING SIDEWALK  
RECONSTRUCTION

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Whereas, reconstruction of the entry sidewalk at Whittaker Road will take place in August and September, and

Whereas, the metal benches and bike hoops affixed to the existing sidewalk are more than 20 years old and their bases have rusted, and

Whereas, KAB Enterprises has provided a proposal to remove, repair, and reinstall the fixtures during its work on the sidewalk reconstruction, and

Whereas, these repairs are desired to complete the project and make the finished entry attractive and welcoming, Now Therefore,

IT IS RESOLVED that the attached proposal from KAB Enterprises for removal, repair and replacement of outdoor metal fixtures at Whittaker Road is approved for a cost not-to-exceed \$6,500.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

D. Discussion of Library Plaza security measures

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Director Hoenig provided an overview of the current state of affairs at the Michigan Avenue Library Plaza. The Board members participated in a robust discussion regarding the existing security measures, an autonomous sentry system moving forward as a deterrent until the branch is re-opened, as well as some other potential actions the Board could consider. All agreed it is a complex issue.

E. Discussion of next steps in DTE damage claim

Director Hoenig provided the Board with a copy of a legal complaint letter she'd like to file in order to address the recent DTE damage claim. The Board members reviewed and provided positive feedback for this action.

F. Resolution to Approve 2025 MACC Grant Application

**YPSILANTI DISTRICT LIBRARY**

**RESOLUTION NO. 2024-25**

JULY 24, 2024

**RESOLUTION TO APPROVE THE SUBMISSION OF A MACC GRANT APPLICATION**

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BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The grant application prepared by YDL staff in support of Noise Permit 2025 is approved for submission to the Michigan Arts and Culture Council.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Commented that for the first time he found himself buying a book back from the Friends of the Library that he had previously donated.
Trustee Winborn	Wanted to provide a "thank you" to the library staff. She found the Tea Party to be a wonderful event, and also addressed an event at Eastern Michigan University that she attended with three other Board members that was excellent.
Trustee Maddix	No Comment
Trustee Williams	No Comment

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Trustee Kennedy	No Comment
Trustee Horne McGee	No Comment

**Adjournment**

Trustee Williams moved to adjourn at 7:11 p.m. Trustee Winborn seconded this motion.

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