

Ypsilanti District Library
Board of Trustees Meeting Minutes, August 28, 2024
(Approved September 25, 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, Kristy Cooper, Jean Winborn, and Patricia Horne McGee formed a quorum. Brian Steimel and Terrence Williams were absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, as well as Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

Trustee Cooper moved to approve the agenda and Trustee Winborn supported this motion.

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

PUBLIC COMMENT

Ms. Sheri Wander asked the Board a couple questions regarding the current and future plans for Library Plaza located adjacent to the Michigan Avenue branch location. Director Hoenig addressed her questions and provided Ms. Wander with her contact information for a more detailed discussion.

Mr. Chris Tebbens discussed his campaign for the upcoming Library Board Trustee election and specifically provided feedback to the Board with a couple of comments he has heard that stuck out to him. He mentioned a family that stated they are bilingual and would like more materials and resources in Spanish to be held in the Superior library's collection. He also mentioned a family whose young child loved the library, had a great relationship with the staff, and the child wanted to be sure that the humans in the library were not replaced by robots. He assured the individual that there would be no robot replacements.

CONSENT AGENDA

Trustee Horne McGee moved to approve consent agenda (July 24, 2024 Regular meeting minutes and July 2024 Financials and Check Registers). Trustee Cooper supported this motion.

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

COMMUNICATION

Director Hoenig discussed the invitation to the groundbreaking and community celebration for the Washtenaw County Community and Recreation Center. Branch Manager Mary Garboden will be in attendance to represent the library. She also addressed the information released by The Library Network regarding their continuation of the Book and Author Society (BAS) that was formerly the Metro Detroit Book and Author Society. Beginning in July 2024, leadership of the BAS transitioned to The

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Library Network cooperative. Finally, she pointed to a communication from the American Library Association (ALA) regarding the federal E-Rate program. The ALA was touting a recent vote by the Federal Communications Commission allowing libraries and schools to use tens of millions of dollars in federal funding each year to purchase Wi-Fi hotspots for lending.

COMMITTEE REPORTS

Facilities Committee Report – Director Hoenig expressed her appreciation of the sidewalk project that is currently half-way finished. The construction is proceeding on schedule and the new concrete looks great, drawing compliments from patrons and staff already. The project is on track to be completed by the end of the first week in September. She also mentioned the approval of a change order by the Michigan Avenue Building Committee, which allowed for a replacement of a door in the program room.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig provided an update on the Washtenaw County ARPA grant contract, which has made its way through the County’s legal review process and has been signed off on by the County administration. This allows for purchasing to begin, although we need clarification on the formal receipt process . She also highlighted the receipt of a \$10,000.00 donation which will fund the purchase of a new performance stage as well as replacement checkerboards for tables in Library Plaza downtown. Director Hoenig advised the Board that the two social work students from EMU began their on-boarding this week so they may begin their field placements. Everyone is very excited to have the students on board at last. Finally, she advised that the Performance Dashboard should be updated and available for the next meeting.

OLD BUSINESS

None

NEW BUSINESS

- A. Award snow removal contract for 2024/2025 – 2026/2027 seasons

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-26

August 28, 2024

RESOLUTION TO AWARD A SNOW REMOVAL CONTRACT

Whereas, the Ypsilanti District Library wishes to lock in a seasonal snow removal contract for the next three years, and

Whereas, the Director released a Request for Quotation for Snow Removal Services on August 1st, and

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Whereas, nine bids were received and tabulated, and

Whereas, the low bid submitted by Frank's Landscaping was vetted for completeness and all specifications met, and

Whereas the Facilities Manager contacted references which indicated the firm is experienced, qualified, and reliable, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the snow removal contract for all three YDL locations is awarded to Frank's Landscaping for a seasonal total of \$35,400 for the 2024-25 through 2026-27 winter seasons.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0 Passed

- B. Consideration of a proposal for lighting ballast repairs at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-27

August 28, 2024

RESOLUTION TO REPAIR EMERGENCY LIGHTING BALLASTS AT WHITTAKER

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

Whereas, 23 emergency ballasts that operate lights in the Whittaker Road library have stopped working, creating dark conditions that reduce visibility and may feel unsafe to patrons and staff, and

Whereas, an improvement to this situation is desired, and

Whereas, emergency ballast repairs must be performed by a master electrician, and

Whereas, the Library Director requested the attached proposal from Enlighten to replace these ballasts, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to perform the ballast replacements as proposed for a total cost of \$9,097.

BE IT FURTHER RESOLVED that the Capital Asset Replacement Fund shall be utilized for this project.

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OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Winborn

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0 Passed

Consideration of a proposal to refinish “The River” in Library Plaza

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-28

August 28, 2024

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES TO
REFINISH “THE RIVER” IN LIBRARY PLAZA

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, the Board approved replacing “the river” in Library Plaza in 2019, but the vendor refused to follow through, and

Whereas, the project did not interest other vendors in the interim and had been set aside, and

Whereas, Dysert Concrete has now proposed a solution and agreed to perform the work before the end of the year, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and award the contract for this work to Dysert Concrete; and

BE IT FURTHER RESOLVED that:

\$6,775 from the Capital Asset Replacement Fund be used to fund this project.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0 Passed

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BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Absent
Trustee Winborn	Thanked the library staff for the wonderful job that they do, especially with all the events at all the branches as well as handling the reconstruction going on at Michigan Avenue.
Trustee Maddix	No Comment
Trustee Williams	Absent
Trustee Kennedy	Commented on her gratitude to have social work students partnering with YDL and wanted to provide a congratulations on the newly implemented Integrated Library System.
Trustee Horne McGee	Expressed how impressive of a document the pamphlet "Through Darkness to Light: Photographs Along the Underground Railroad" for the September 1 – October 20, 2024, photography exhibit is.

Director Hoenig congratulated Assistant Director Julianne Smith on the successful Integrated Library System (ILS) launch, and asked her to summarize. Assistant Director Smith spoke about how the system went live on August 22nd, 2024. She mentioned how smoothly the day went. Some of the potential obstacles she expected to be difficult went through with no issue whatsoever, such as the upload of all the offline files from the week we were without a system altogether. She advised the system did have an hour outage on Friday, August 23rd, but that was Polaris running an ill-advised background SQL job that shouldn't have been run while the library was open. There were some little things, like login issues that needed resets. She felt there were mostly little things that had issues, but no large crash.

Customer Service Coordinator John Connaghan and Assistant Director Smith reworked the notifications to be a little more fun and a little less serious. The library card application was updated to match the form the patrons complete to make data entry more efficient and accurate. The only large issue she has received feedback on is that each employee has their own specific login, which is more secure for the system, but is something users have to get accustomed to. Also, many of the changes that couldn't have been performed in the old system were finally completed with this new ILS implementation. There are additional trainings scheduled with Polaris in the future, as well as a new module that will eventually replace Communico in our current set-up sometime around April 2025. She did elaborate that many of the system improvements will be happening over time as this new system is so much easier to use and adapt. In some cases, live data was needed in order to implement a fix. She thanked the Friends of the Library who supported the staff with a celebratory lunch from Firehouse Subs.

Assistant Director Smith advised there will be an eight-week migration for MeLCat, and there will be a two-week window within that where we will be unable to take requests. She believes this will be near the end of September 2024, but no dates have been released yet, as they want to be sure the system is running smoothly in all the current areas first. Internally the ILS team will begin the process of plotting the workflow to handle outages, support tickets and improvements. Currently September 30th, 2024, is expected to be the cut-off when Polaris releases us from the project manager new system implementation support into the general support structure of a running ILS with Polaris.

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ADJOURNMENT

Trustee Winborn moved to adjourn at 7:07 p.m. Trustee Cooper seconded this motion.

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