

Ypsilanti District Library  
Board of Trustees Meeting Minutes, March 26, 2025  
(Approved April 16, 2025)

**CALL TO ORDER**

President Bethany Kennedy called the Regular Meeting to order at 6:30 p.m.

**ATTENDANCE**

Trustees Present: Bethany Kennedy, Patricia Horne McGee, Kristy Cooper, Brian Steimel, Jean Winborn, and Chris Tebbens formed a quorum. Teresa M. Maddix arrived at 6:32 pm.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Clark Hill attorney Christopher M. Trebilock.

**APPROVAL OF THE AGENDA**

Director Hoenig suggested conducting New Business D earlier in the meeting as the attorney had a hard stop. It was decided to place it before the Committee Reports portion of the agenda. Trustee Winborn moved to approve the agenda as amended and Trustee Tebbens supported this motion.

Vote: Ayes: 6  
Nays: 0  
Motion: Passed  
Absent: 1

**PUBLIC COMMENT**

Ms. Paula Dykstra addressed the Board and inquired about any issues associated with federal funding. Director Hoenig advised that the library doesn't typically receive federal funds directly. The library does benefit from federal IMLS funds allocated to the Library of Michigan, which pay for the MeL Interlibrary Loan System and the Michigan eLibrary Catalog (MeLCat) databases. Director Hoenig also advised that several grants we have previously received through IMLS would have been affected if they were in effect today, such as the TALK Grant. If IMLS funding is eliminated, innovative projects such as the TALK Grant may not have happened.

**CONSENT AGENDA**

Trustee Winborn moved to approve the consent agenda (February 26, 2025 Regular meeting minutes and February 2025 Financials and Check Registers). Trustee Steimel supported this motion.

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

**COMMUNICATION**

Director Hoenig pointed out the interview conducted by the Eastern Echo with Board President Bethany Kennedy. She also briefly discussed the congratulatory letter from the Ypsilanti Historical Society in regards to the planned re-opening of the Michigan Avenue branch scheduled for April 2025, as well as the expressed desire for more partnerships between both organizations. Director Hoenig touched on the article celebrating 20 years of MeLCat and the IMLS issue, as well as the upcoming Dine-to-Donate event at Aubree's Pizzeria & Grill to support the Ypsilanti District Library.

**COMMITTEE REPORTS**

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Facilities – Director Hoenig spoke about the work authorized by Resolution 2024-8 “The River” replacement. Soon temperatures will be warm enough to allow the work to be completed. Demolition is expected next week and once the Frost laws are lifted the contractor will finalize the installation. Whittaker’s controlled burn was performed today and O’Neal Construction is preparing the Café and Story Room areas for the commencement of work next week. She advised there will be some “pardon our dust” signs with QR codes that allow interested patrons to see some design concepts. Director Hoenig also discussed some water leaks occurring in the triangular bay; she will likely bring back scope documents for the Board’s review at an upcoming meeting.

Michigan Avenue Building – Director Hoenig advised at the most recent construction meeting a schedule of dates for opening was discussed. The minimum requirements necessary for a temporary certificate of occupancy with the City Building Inspector will be sought, allowing the last vestiges of work to be completed before or after hours. Director Hoenig also outlined the previous issues with excessive humidity levels at Michigan Avenue before the facility closed. Now, with the addition of insulation, the humidity levels are too low. She advised that HVAC vendor Campbell will provide a quote for the Board’s consideration soon. She then responded to some questions brought by the Trustees regarding various ongoing construction issues needed to reach completion as well as the expected schedule of subcontractors to do the work.

Personnel – Trustee Steimel provided a review to the Board regarding the discussions from the most recent committee meeting. He advised there were two topics of discussion at the meeting. The first was investing in a Human Resources (HR) study HRAA will perform this assessment in the coming weeks. Looking forward into the next strategic plan cycle, the committee felt we should expand the study to review the entire organization of the library, not just HR. The second topic was related to the review process for the Library Director. . Trustee Steimel also responded to questions about the HR study from fellow trustees.

Friends of the Library – Assistant Director Julianne Smith advised there was no new business at the most recent meeting. The inventory of the group was discussed as well as the use of an Amazon shop. The group also discussed a re-branding of the logo.

**REPORT OF THE LIBRARY DIRECTOR**

Director Hoenig briefly discussed the potential impact of the elimination of IMLS services and responded to questions from the Board regarding the current state of funding. Press releases and other ways to inform the public were also discussed. She also brought up the Earned Sick Time Act and how YDL has addressed the changes to the law. She also updated the Board on next steps in the civil complaint against DTE. Director Hoenig mentioned pausing the Superior Art Committee and focusing on art for Michigan Avenue in 2025.

**OLD BUSINESS**

None

**NEW BUSINESS**

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

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RESOLUTION NO. 2025-8

March 26, 2025

RESOLUTION TO REPAIR EMERGENCY LIGHTING BALLASTS AND PARKING LOT  
FIXTURES AT WHITTAKER

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

Whereas, four of the 24 LED parking lot fixtures installed at Whittaker in 2022 have failed, creating a safety issue, and

Whereas, the fixtures are under warranty, and

Whereas, half of the emergency ballasts that operate lights in the public areas of the Whittaker Road library had failed and were replaced last year, and

Whereas, as emergency ballast repairs must be performed by a master electrician, proactive replacement of the other half was budgeted for this year, and

Whereas, the Library Director requested the attached proposal from Enlighten to replace these ballasts and the failed parking lot fixtures, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to approve the purchase of the required ballasts, and further resolves to waive the bid process to engage Enlighten to perform the ballast replacements as proposed for a total cost not-to-exceed \$12,391.

BE IT FURTHER RESOLVED to engage Enlighten to perform warranty repairs on failed LED parking lot fixtures for a labor cost of \$4,050. The Capital Asset Replacement Fund shall be utilized for this portion of the project.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

B. Consideration of a proposal to replace the Whittaker Community Room blinds

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-9

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RESOLUTION TO REPLACE THE WHITTAKER COMMUNITY ROOM BLINDS

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

Whereas, the Whittaker Community Room is heavily used by both the staff and public, and provides a valuable service to the community, and

Whereas, the blinds provide room darkening, which is desired for many programs, and

Whereas, the blinds are original to the building and have become tattered over time, and

Whereas, the Library budgeted to replace the blinds this fiscal year, and

Whereas, the Assistant Director worked with Library Design Associates to identify a qualified vendor and secure a quote for the manufacture and installation of new blinds, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Library Design Associates to replace the Whittaker Community Room blinds as described in the attached quotation for a total cost of \$8,295.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

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

C. Addition of a hot water recirculation pump at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-10

March 26, 2025

RESOLUTION TO AUTHORIZE THE INSTALLATION OF A HOT WATER  
RECIRCULATION PUMP AT MICHIGAN AVENUE

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Whereas, the water at Michigan Avenue takes a long time to warm up, and

Whereas, two quotes were secured for the installation of a hot water recirculation pump to resolve this issue, and

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Whereas, these repairs are desired to provide faster access to hot water for Michigan Avenue staff and patrons, Now Therefore,

IT IS RESOLVED that the attached quote from Wilbur Plumbing for installing a hot water return line and pump at Michigan Avenue is approved for a cost of \$7,907.00.

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

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Winborn

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

D. Closed session to discuss labor negotiations with attorney Chris Trebilcock

Trustee Horne McGee motioned to move into a closed session to discuss labor negotiations at 6:40 pm.

Trustee Winborn seconded this motion. Trustee Winborn moved to end the closed session at 7:08 pm, and Trustee Horne McGee seconded this motion.

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**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	Feels that communicating the loss of interlibrary loan services will be important.
Trustee Steimel	Thanked the staff for the great stuff they are doing and brought up specific examples of programs and employees, but specifically highlighted the Outreach Department. He feels Outreach is almost like a fourth branch for the importance they have in reaching the community. He closed with expressing how much fun he had working with Stephanie in producing the recent puppet event at Michigan Avenue.
Trustee Winborn	Thanked the Library and the staff for a wonderful job, especially with all the uncertainty, for the continued excellent service to the community.
Trustee Maddix	Commended staff and leadership team for navigating the challenges related to ESTA, the payroll system transition planning, hiring and onboarding new team members, migrating the events systems to the new Vega platform, as well as continued excellent services. Mentioned she had the opportunity to go to the SXSW conference and viewed a screening of the documentary The Librarians (2025 film), which she urged her fellow trustees to view if possible.
Trustee Tebbens	Thanked the Director for keeping the group apprised of what is going on and sees a troubling time ahead as we work to continue services for the patrons.
Trustee Kennedy	Advised that she knows no matter what the funding situation holds in the future the Ypsilanti District Library will continue to do the work for the community and that the Board will continue to support that good work.
Trustee Horne McGee	No Comment

**ADJOURNMENT**

Trustee Winborn moved to adjourn at 7:54 p.m. Trustee Tebbens seconded this motion.

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