

Ypsilanti District Library
Board of Trustees Meeting Minutes, May 28, 2025
(Approved June 25, 2025)

CALL TO ORDER

Vice-President Brian Steimel called the Regular Meeting to order at 6:30 p.m.

ATTENDANCE

Trustees Present: Kristy Cooper, Patricia Horne McGee, Theresa M. Madix, Brian Steimel, and Chris Tebbens formed a quorum. Trustees Bethany Kennedy and Jean Winborn were absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Head of Youth Services Jodi Kranhke, Branch Manager Kathryn Takach, Library Social Worker Kat Layton as well as Youth Paraprofessional Britt-Marie Martinsson.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW STAFF

Director Hoenig introduced the library's first Social Worker, Kat Layton, to the trustees. After Director Hoenig provided some background information on Kat's background and experience Kat addressed the group and expressed her excitement to be a part of this new library initiative.

Assistant Director Smith introduced the new Superior Branch Manager, Kathryn Takach, to the trustees. Assistant Director Smith detailed the experience and qualities that made Kathryn a great fit to assume this important role at the library. Afterward, Kathryn addressed the group and expressed her excitement to work with the staff and patrons at the beautiful new branch.

Head of Youth Services Jodi Krahnke introduced the new Youth Paraprofessional, Britt-Marie Martinsson, to the trustees. She provided a brief glimpse into the unique skills and experiences that Britt-Marie brings to the position. Britt-Marie also addressed the assembled group and spoke about some of the items that drew her attention to our library system.

CONSENT AGENDA

Trustee Maddix moved to approve consent agenda (April 16, 2025 Regular meeting minutes and April 2025 Financials and Check Registers). Trustee Tebbens supported this motion.

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

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COMMUNICATION

Director Hoenig discussed a brief email from the Michigan Department of Health & Human Services (MDHHS) which she had included with the packet. She advised the library system had received COVID test kits through the MDHHS and that due to funding cuts this service will no longer be provided.

COMMITTEE REPORTS

Finance Committee - Director Hoenig spoke on the current status of the DTE Claim and the actions taken by the Finance Committee. She detailed some conversation with the attorney, later actions by DTE, and asked a member of the Finance Committee to speak about the steps taken on behalf of the Board. Trustees Maddix and Tebbens both spoke to the group and described the thought process that went along with the acceptance of the proposed award.

Facilities Committee – Director Hoenig advised that she is still working with the City of Ypsilanti’s Department of Public Works to finalize the permits required to install the new bike repair station at the Michigan Avenue branch. A location has been determined for the installation. She also discussed the work being performed at Whittaker Road in the old Café area and Youth Story Room, which are on track for completion in the middle of or late in June 2025. She then discussed the work being done by the vendor Enlighten to complete Whittaker’s emergency ballast lighting replacement. They are scheduled to complete the work the week of June 9th after they receive all the necessary parts.

Michigan Avenue Building Committee – Director Hoenig first spoke about the vestibule reconstruction process, the items and areas left to be completed, as well as the expectation that the vendor is scheduled to have the work completed by June 6th, 2025, at the latest. This would coincide with the Open House scheduled for that day. She also advised that the Facilities and IT staff have successfully installed the security gates.

Friends of the Library – Trustee Steimel provided information on the sales for the group, with the May 2025 event the best sale on record ever. He also advised the group is being very successful with acquiring and keeping volunteers to run the sales and store. Assistant Director Smith added some further information regarding the sales and profits, memberships, as well as the new ways the group is advertising events. She further detailed some debates within the group on what goes into the shop, the continued work to complete the new Amazon processes for online sales, as well as the new logo the group decided to move forward with. She also responded to questions from the Board.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig first mentioned that the organization Food Gatherers recently called to inform the library that they have been unable to find an affordable provider for hot lunches this year. As part of a pivot to still provide services, the group later advised that they will be able to provide a cold lunch with shelf stable food three days a week, as well as bagged food for families for the weekends as well. Director Hoenig also advised that library staff is currently undergoing all necessary steps to handle and provide food, and that two Library Science interns have been hired for the summer to assist as well as 5 Michigan Works! interns.

Director Hoenig then discussed the new MI-HQ facility that she was able to visit and speak with owners about. This facility is located at the former site of the EMU Business school at 300 W Michigan Avenue in Ypsilanti. MI-HQ helps emerging tech companies grow by providing affordable space, extensive

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support services, and a collaborative environment that fosters acceleration and cooperation both in our community and around the world. Michigan Medicine's Ypsilanti Health Center is also housed there. MI-HQ also has purchased the Key Bank building across Adams Street from the Library.

Director Hoenig mentioned that negotiations with the AFSCME Union are ongoing. YDL is being represented by attorney Rick Fanning since our longtime labor attorney Chris Trebilcock was appointed to the State Court of Appeals.

OLD BUSINESS

None

NEW BUSINESS

- A. Approval of 2025 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-12

May 28, 2025

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2025

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2025 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Tebbens

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

- B. Consideration of a resolution to purchase new Envisionware self-service kiosks

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-13

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RESOLUTION TO PURCHASE NEW ENVISIONWARE SELF-SERVICE KIOSKS

Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, the Library utilizes Envisionware print management software, and

Whereas, the Library's self-service kiosks for check-out, credit card acceptance, and print management are now 8 years old, and

Whereas, the Library's Information Technology Manager reviewed upgrade options and recommends the Envisionware units described on the attached quote, and

Whereas, the cost of these units is being impacted by tariffs and will dramatically increase next month, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Envisionware self-service kiosks as described on the attached quote be purchased for \$82,169.05.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Horne McGee

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

C. Quotation to add an ILS module for text notifications

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-14

May 28, 2025

RESOLUTION TO PURCHASE AN INTEGRATED LIBRARY SYSTEM MODULE TO
PROVIDE SMS TEXT NOTIFICATIONS

Whereas, next month AT&T will become the first cell phone carrier to discontinue email-to-text services, and

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Whereas, many Ypsilanti District Library patrons prefer to receive library notifications via text message, and

Whereas, YDL wishes to continue providing uninterrupted text notification service to its patrons, and

Whereas, the Vega Interact SMS service is designed to work with our new Integrated Library System, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to approve the implementation of the Polaris SMS bundle as described on the attached quotation for a year one cost of \$5,332.00.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Tebbens

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Spoke about he has been using the Michigan Avenue branch a lot since the facility re-opened. He wanted to point out and applaud Building Monitor Chris Oliver for his work in creating and sustaining positive relationships with patrons, neighbors, businesses and law enforcement officials in the area. He also apologized to the Board for making a change to the Director Review process that they had previously agreed to without letting the Board know. He detailed the new information and situations which led to his decision and provided next steps for continuing the process.
Trustee Winborn	Absent
Trustee Maddix	Provided more information about the new Ypsilanti Health Center. She spoke about the \$35M invested in this facility by University of Michigan, which signed a 15-year lease on that space with MI-HQ. She highlighted the advanced imaging capabilities, bloodwork, and services provided. She also pointed out the ability to handle possible mission-creep by working in conjunction with these organizations to leverage services that the library possibly does better and the reverse, as well.
Trustee Tebbens	Advised he was glad to be back after missing last month's meeting due to his work. He is glad to see everyone and that the construction is progressing as expected at Whittaker Road. He is looking forward to a good summer of programs and services.
Trustee Kennedy	Absent
Trustee Horne McGee	No Comment

ADJOURNMENT

Trustee Cooper moved to adjourn at 7:20 p.m.