

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 25, 2025 (Unapproved)

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, Patricia Horne McGee, Brian Steimel, Chris Tebbens, and Jean Winborn formed a quorum. Trustee Kristy Cooper was absent.

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

APPROVAL OF THE AGENDA

Director Hoenig motioned to add an item to the agenda as New Business D regarding repair for the bookmobile air-conditioning. Trustee Maddix moved to approve the agenda with this addition and Trustee Winborn supported this motion.

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

PUBLIC COMMENT

None

CONSENT AGENDA

Trustee Horne McGee moved to approve consent agenda (May 28, 2025, Regular meeting minutes and May 2025 Financials and Check Registers). Trustee Winborn supported this motion.

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

COMMUNICATION

None

COMMITTEE REPORTS

Facilities – The “river” located in the Library Park at Michigan Avenue has been completed. The Story Room at Whittaker Road is essentially finished and looks fabulous. The Youth Department has been using it and loving it. Director Hoenig stated that at Monday’s Administrative meeting they took a tour of the two current Whittaker construction sites; the Story Room and the yet to be completed Café area. One really large light fixture for the Café area is still in production, but it is expected to arrive by the end of July 2025. At that point the area should be opened up for patrons to lounge and access the vending machines.

Michigan Avenue Building – The construction to repair the flooding at the Michigan Avenue branch is now deemed complete and in the punch list phase to verify this. Outside, the new bike pump and repair

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station location is still pending a legal agreement with the City of Ypsilanti's Department of Public Works regarding the maintenance of the equipment. The City had replied that the legal agreement could be avoided if the equipment was donated directly to the City. Director Hoenig asked the trustees if this sounded like a viable option and the general feedback from the Board members was not to donate the equipment to the City in this way. Trustee Kennedy inquired if the library could provide a legal agreement to the City instead of waiting for the City to provide an agreement to complete this task. Director Hoenig advised she will inquire with the City while waiting for their legal agreement to materialize. Also discussed was the information from the report by Terracon for a water leak investigation at the west and south elevation curtain wall as well as the electrical room. A follow-up to the report has not occurred yet, but the Director included this report to serve as an FYI to the Board. She then moved on to the Bookmobile repairs, noting that this would be discussed in New Business D. She wrapped up this section by noting that we are now working on the punch list for the construction items and that the last insurance bill for these repairs has been received. She believes there is at least one more bill for the renovation portion of the construction.

Personnel – Director Hoenig advised she had communicated with this committee and New Business A is a direct result of those communications. The trustees on the Personnel committee preferred that the entire Board have a discussion and vote on this topic.

Friends of the Library – Trustee Steimel advised he attended the June 23rd, 2025, meeting. He first mentioned the sale of the “Back on the Block” t-shirts celebrating the re-opening of Michigan Avenue. These t-shirts may be purchased for \$20.00. He then noted that the group has been receiving some large donations, including some nice manga comics, graphic novel collections as well as mystery collections that may be found for purchase in the shop. An acquaintance of the newest Board member is a certified Amazon seller and he has assisted the group in navigating the mess Amazon has made of allowing the group to create their online shop. Trustee Steimel noted that the group, even without the online shopping capabilities, through the physical shop and big sales has still not only met their commitments to the library but also increased their donations year over year. At the moment the group is averaging about \$450.00 in weekly sales. There is no July 2025 meeting for the group, but they will attend the August 9th shredding event and host the next big sale in September.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig provided the Board with an overview of the book challenges from the past five years as well as some context around the process and policy enhancements planned for the future to provide greater transparency. She also shared that the Superior Rain Garden sponsored by the grant from the Ann Arbor Farm & Garden Club is complete and looks terrific. Director Hoenig provided details about the summer lunch program, which started on Monday, June 16th, 2025. She provided details on the number of meals served as well as the fact that Food Gatherers is providing this lunch only three days a week. However, the YDL Social Worker Kat Layton worked with Fed-Up Ministries to provide lunch downtown at Michigan Avenue on Tuesdays from 1:30-2:30pm and lunch at Superior on Thursdays from 12:30-1:30pm. The organization utilizes a food truck and the enhanced visibility appears to be making an impact on the number of lunches served. Fed-Up Ministries also provides a shower truck, however due to the vehicle's size this service is found at the parking lot of Messiah Temple Church at 200 Harriet St. on Tuesdays from 10am-1pm from June until August. On a separate note, Kat Layton was approved by TheRide to be a Fare Deal authorized representative to assist people in receiving a Fare Deal Card

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which allows for rides on fixed-route buses at a reduced rate and to purchase discounted day and 30-day passes.

OLD BUSINESS

None

NEW BUSINESS

- A. Consideration of a proposal from HR Advantage Advisory to draft a new Employee Handbook

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-15

June 25, 2025

**RESOLUTION TO ENGAGE HR ADVANTAGE ADVISORY TO DRAFT A NEW
EMPLOYEE HANDBOOK**

Whereas, the Ypsilanti District Library's employee handbook is outdated and needs a major revision to be effective, and

Whereas, the Library administration desires assistance with this project in order to produce a thorough and complete document as soon as possible, while ensuring all federal and legal requirements are up to date, and

Whereas, HR Advantage Advisory works closely with YDL's labor law firm, has a solid understanding of the project and the professional expertise required to undertake it successfully, and

Whereas, the Library administration intends to work closely with the HRAA consultant to ensure the resulting handbook is tailored to the needs of YDL staff, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

HR Advantage Advisory be engaged to draft a new employee handbook for YDL for a cost not-to-exceed \$4,000.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Tebbens

YES: 5 **NO:** 1 **ABSENT:** 1 **VOTE:** 5-1 Passed

- B. Approval of allocating donated funds to Youth Arts Alliance for Summer of HeART programming

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-16

June 25, 2025

RESOLUTION TO ALLOCATE DONATED FUNDS TO YOUTH ARTS ALLIANCE FOR
SUMMER OF HEART PROGRAMMING

Whereas the Ypsilanti District Library and Youth Arts Alliance successfully partnered in 2024 to offer high-quality, healing centered arts programming at the Superior branch library, and

Whereas, the reception of the program by youth participants, parents, caregivers and staff was exceptional, and

Whereas, YDL and YAA wished to build upon this foundation and expand programming opportunities to Michigan Avenue in 2025, and

Whereas, YDL's 2024 annual appeal raised \$18,696 in donations to be allocated to this project, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to pay Youth Arts Alliance \$18,696 to support the 2025 Summer of HeART program.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Steimel

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-1 Passed

C. Approval of the purchase of new outdoor furniture for Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-17

June 25, 2025

RESOLUTION TO AUTHORIZE THE PURCHASE OF NEW OUTDOOR FURNITURE FOR
WHITTAKER

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

Whereas, the outdoor spaces at the Whittaker Road library are heavily used by both the staff and public, and seating in the shade under the front awning is greatly desired in the summer, and

Whereas, the existing outdoor furniture is old and rusted, and a number of pieces have been damaged and discarded over time, and

Whereas, the Library budgeted to replace the outdoor furniture this fiscal year, and

Whereas, the Director worked with the design team from Daniels and Zermack Architects to identify options and select furniture that will match the aesthetics of the building, hold up to the elements, and provide both utility and comfort, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and purchase the outdoor furnishings selected for a total cost not-to-exceed \$32,000.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-1 Passed

D. Bookmobile

Trustee Winborn motioned to give the Library Director the authority to utilize the Emergency Purchases Clause, with no dollar limit, to secure services to repair the air conditioning on the Bookmobile as quickly and completely as possible. Trustee Steimel seconded this motion.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-1 Passed

E. Closed Session for Director Evaluation

Trustee Tebbens motioned to move into a closed session to discuss the Director evaluation at 7:25 p.m. Trustee Maddix seconded this motion. Trustee Tebbens moved to end the closed session at 7:53 p.m., and Trustee Maddix seconded this motion.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Maddix

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-1 Passed

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BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Absent
Trustee Steimel	Provided “Kudos” to the staff for the planning and execution of the Summer Challenge Kick-off. He advised he had a blast, there was high attendance, and the event really made the building shine. He felt people really appreciated the event and the space.
Trustee Winborn	Was at the Friday Open House at Michigan Avenue to provide information about the history of the original painter of the building and it was a really nice event. Advised the staff at Michigan Avenue are wonderful, the event was well attended and the games were much talked about and appreciated among the patrons.
Trustee Maddix	Provided her fellow trustees with a graph of the eProduct Checkouts in May (2018-2025). She wanted to highlight the shift in library material usage and the need to have a deeper awareness of what is happening with the usage, more visibility into the numbers, and preparing and planning for continued growth in categories like these and the usage trends.
Trustee Tebbens	None
Trustee Kennedy	Feels like there is so much good news happening at the library branches recently. She gave examples such as the newly remodeled children’s room, the new lounge that will be opening up, the fact the Michigan Avenue has reopened and is vibrant, as well as the pictures of the summer free lunches. These items are all amazing examples of what the library does for the community and she is thankful to the staff and fellow Board members for making these things happen.
Trustee Horne McGee	None

ADJOURNMENT

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