

Ypsilanti District Library
Board of Trustees Meeting Minutes, July 23, 2025
(Approved August 27, 2025)

CALL TO ORDER

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

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Superior Branch Manager Kathryn Takach as well as Youth Arts Alliance Director Heather Martin and Senior Counsel with Clark Hill Richard W. Fanning, Jr.

APPROVAL OF THE AGENDA

Director Hoenig suggested moving New Business C & D to following the close of the presentations. Director Hoenig also advised that the order of the presentations may also change. Trustee Kristy Cooper moved to approve the agenda with these changes and Trustee Jean Winborn supported this motion.

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

PUBLIC COMMENT

None

WELCOME

Superior Branch Manager Kathryn Takach welcomed the group to the Superior Branch Library. She also pointed out various art pieces produced by the Youth Arts Alliance (YAA) programs to consider during the presentation on that initiative.

PRESENTATION Clark Hill Senior Counsel Richard W. Fanning, Jr.

Director Hoenig introduced Richard W. Fanning, Jr., to the trustees and turned the floor over to him. Mr. Fanning provided some background information on his past project history as well as his areas of expertise. He also discussed the business relationship between Clark Hill and HR Advantage Advisory and how this impacts the work of both organizations for the Ypsilanti District Library (YDL).

CONSENT AGENDA

Trustee Chris Tebbens moved to approve consent agenda (June 25, 2025 Regular meeting minutes and June 2025 Financials and Check Registers). Trustee Jean Winborn supported this motion.

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

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COMMUNICATION

Director Hoenig briefly highlighted the piece in the Michigan History Magazine detailing the Ypsi Farmers and Gardeners Oral History Project. She then mentioned the communication from Ypsilanti Meals on Wheels regarding the Michigan Avenue location being selected as the featured landmark on the 2025 holiday ornament. She then moved on to the article in the Detroit Free Press which discussed the disruption of Penal Fines and the mis-payment of libraries within Wayne County. Finally, she briefly explained the significance of the recent Supreme Court ruling to uphold the Universal Service Fund and preserve the E-Rate program and how this affects the Ypsilanti District Library directly. She closed this section after answering Trustee Maddix's questions regarding Washtenaw County Penal Fines, which did not have any issues in computations or payments.

PRESENTATION Youth Arts Alliance Director Heather Martin

Director Hoenig introduced Heather Martin to the trustees and turned the floor over to her. Director Martin provided an overview of the YAA history and structure, as well as the focus of providing arts and supportive relationships with skilled teaching artists at the center of individual healing, social and emotional growth and community connectedness. Director Martin provided some statistics on past and current programming, how the programming model works, and highlights of the collaborative partnership between YAA and YDL as well as other community groups.

COMMITTEE REPORTS

Facilities - Director Hoenig provided an update on the Superior patio which was recently ground by a contractor to remove a thin layer of concrete from the top, including the sealant and paint from the mural. A test will be performed with a new layer of paint on a small section to see if a new mural may be applied next summer. She also advised that the bookmobile is expected to be repaired by the end of the week and she thanked the Board for passing the measure last month which allowed for this repair to occur. Director Hoenig advised that some mold was discovered at Michigan Avenue in the Program Room along the wall that is drywall. The remediation company which did the after the flood event tested the mold and determined it is not dangerous and poses no threat while a plan is made to remediate the area. Terracon has been contacted to determine where the water is intruding from so that the issue may be resolved at the same time the mold is removed and the drywall are repaired to avoid future issues. She also discussed the carpet installed at Michigan Avenue which has been looking worse for wear and not repelling stains in the way it was expected. A number of recommendations have been supplied by the company that manufactured the carpeting and those recommendations will be followed and reviewed for success. At this same time the representative pointed out several installation issues with the carpeting which will be addressed by the contractor with the punch list. A carpet cleaning company also tested a small section and the results were promising. The vending machines at Whittaker Road should be installed sometime next week and the space will be opened to patron use by the end of July. The area will close temporarily for lighting installation when the main fixtures arrive, but lighting should be adequate in the meantime. Director Hoenig closed this section by providing information to the Board regarding a request from the Ypsilanti Downtown Development Authority for a drinking fountain in the plaza.

Friends of the Library – Trustee Steimel advised there was no meeting in July. He did provide information on recent sales in July and advised that the third \$10,000.00 donation check was delivered to Julianne last week. He closed with information about how dynamic pricing is beginning to be applied to inventory.

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Negotiations – Trustees Stiemel and Horne McGee deferred to New Business C & D

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig let the board members know that there was a public comment that all the board members should have a Summer Challenge yard-sign in their yard, and she offered signs to them all for pick-up after the meeting. She then discussed the DTE settlement and the recent obstacles to DTE cutting the check as directed by the settlement. The check is now being sent overnight by carrier to our attorney's office. Director Hoenig moved on to provide information about the lockers at Michigan Avenue which have incurred damage that is an ultimate result of the intense sunlight the equipment is exposed to. Repairs are underway, but the plan to cover the lockers as part of the work in the Strategic Plan has been determined to not protect the lockers as hoped, so a new plan will be devised. She then discussed the EMU gathering at the EMU Student Center earlier in the week, where she was able to catch up with many community partners, some of which she hasn't seen since COVID. She then announced that Gene Butman Ford has agreed to sponsor a children's incentive for library card sign-up month. Each child will receive a beachball when they receive a new library card. She hopes an incentive may be secured for adults as well. Director Hoenig then went into some details about past check-washing that had affected the library and a recent letter received from the Department of Justice (DOJ). She read an excerpt from the letter which detailed the alleged activities of certain individuals that the DOJ believe have impacted multiple victims, including YDL. Her last comment was to point out the Strategic Plan report and advise if anyone had questions on either that report, the Director's Report or the Fund Balance forecast please let her know.

OLD BUSINESS

None

NEW BUSINESS

- A. Award of a contract for a new payroll processing platform

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-18

July 23, 2025

RESOLUTION TO AUTHORIZE TRANSITIONING PAYROLL PROCESSING SERVICES TO
THE BAMBOOHR HR CORE PLAN

Whereas, the Ypsilanti District Library's current payroll processing platform will no longer be available at the end of 2025, and

Whereas, a staff selection committee closely reviewed four payroll processing platforms identified as finalists, and

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Whereas, the committee recommends the BambooHR HR Core plan as the right fit for YDL's staff and administration's needs, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage BambooHR for payroll processing utilizing the HR Core plan, effective at the start of the fourth quarter 2025.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Steimel

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

B. Consideration of a proposal for caulking the exterior at Whittaker Road

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-19

July 23, 2025

RESOLUTION TO AUTHORIZE EXTERIOR CAULKING AT WHITTAKER ROAD

Whereas, the electrical room in the Whittaker Road garage is experiencing flooding after heavy rains, and

Whereas, following water infiltration testing it is believed the water is entering the building where caulk has worn away from electrical conduit penetrations, and

Whereas, the exterior caulk used at Whittaker is over 20 years old, and

Whereas, following an inspection, O'Neal Construction recommends re-caulking the building's existing masonry control joints and concrete expansion joints in addition to the electrical conduit penetrations as shown on the attached map, Now Therefore,

IT IS RESOLVED that the attached quote from O'Neal Construction for caulking at Whittaker Road is approved for a cost of \$5,530.00.

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

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

C. Closed session to discuss collective bargaining negotiations

Trustee Maddix motioned to move into a closed session to discuss collective bargaining negotiations at 7:06 pm. Trustee Steimel seconded this motion. Trustee Winborn moved to end the closed session at 7:26 pm, and Trustee Steimel seconded this motion.

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

D. Approval of Collective Bargaining Agreement for 2025-2028

Please see scan of signed resolution appended to the end of these minutes.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0 Passed by Roll Call Vote

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Shared a story where an employee recently let her know that she was signing up for the Ypsilanti District Library Adult Summer Reading program. This is a sign that we are doing something right with this program to pull adult readers in such as this.
Trustee Steimel	Highlighted the Noise Permit event on August 1 st and urged everyone to not miss it.
Trustee Winborn	Thanked the staff for the wonderful programs and how well they perform their daily tasks.
Trustee Maddix	Thanked the Superior Branch for hosting the Board Meeting and complimented the facility.
Trustee Tebbens	Happy to see the library engaged on various social media platforms. He felt that the team does a nice job of getting information out there. He specifically referenced the first post on Bluesky which had over 1000 likes. He closed by pointing to the article he brought for consideration by the Fundraising Committee which details partnerships between brewers and libraries. He hopes that we may discuss and move forward with a similar concept in Ypsilanti.
Trustee Kennedy	No Comments
Trustee Horne McGee	No Comments

ADJOURNMENT

Trustee Maddix moved to adjourn at 7:56 p.m. Trustee Winborn seconded this motion.

**BOARD OF TRUSTEES OF THE
YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2025-20**

RESOLUTION RATIFYING COLLECTIVE BARGAINING AGREEMENT

Minutes of a meeting of the Board of Trustees of the Ypsilanti District Library, County of Washtenaw, State of Michigan, held in the Library on the 23rd day of July, 2025 at 6:30 o'clock, p.m., prevailing Eastern Time.

PRESENT: Trustees Kristy Cooper, Bethany Kennedy,
Theresa Maddix, Patricia Horn McGee, Brian Steimel,
Chris Stebbins, Jean Winborn

ABSENT: Trustees _____

The following preamble and resolution were offered by Trustee Theresa Maddix
and supported by Trustee Jean Winborn :

WHEREAS, on or around June 26, 2025 representatives of the Board and AFSCME reached a tentative agreement on the terms and conditions for a new collective bargaining agreement effective June 1, 2025 through May 31, 2028;

WHEREAS, on or around June 30, 2025 members of AFSCME met to vote and by a majority vote ratified the tentative agreement;

WHEREAS, the Board having been provided a summary of the terms and conditions of the new collective bargaining agreement has determined that the terms and conditions are satisfactory and will help maintain the long-term financial health of the Library; and

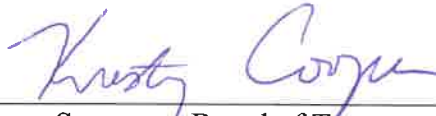
NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby resolves that the new collective bargaining agreement effective June 1, 2025 through May 31, 2028 be ratified and that the President of the Board and the Secretary of the Board are authorized to execute the agreement on behalf of the Board.

AYES: Trustees Kristy Cooper, Theresa M. Maddix, Patricia Ann McGee,
Brian Steimel, Chris Tebbens, Sean Winborn

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.



Secretary, Board of Trustees
Ypsilanti District Library
County of Washtenaw, Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of Ypsilanti District Library, County of Washtenaw, Michigan, at a meeting held on the 23rd day of July, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Secretary, Board of Trustees
Ypsilanti District Library
County of Washtenaw, Michigan