

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 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, Brian Steimel, Chris Tebbens, and Jean Winborn formed a quorum. Patricia Horne McGee arrived at 6:33pm.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Head of Outreach Services Monica Porter as well as Youth Paraprofessional Bridget Lawson.

APPROVAL OF THE AGENDA

Director Hoenig added an item to New Business with item F, a resolution to authorize a project to replace concrete at the southwest corner of Michigan Avenue. Trustee Tebbens requested an update to the Employee Engagement Survey from the Personnel Committee as item D under Committee reports. Trustee Steimel moved to approve the agenda as amended and Trustee Winborn supported this motion.

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

PUBLIC COMMENT

Kat Layton – spoke to the Board regarding the Resolution to support the permanent homeless shelter in the City of Ypsilanti. Advised she is here as a resource if they have any questions now or in the future in their discussions.

Corn Williams – provided the Board with current examples of issues facing the community in regards to the lack of the proposed homeless shelter and the funding from non-profits with non-sustainable solutions.

Shemia Cain – addressed the Board regarding the Americans with Disabilities Act (ADA) to advocate consideration for enhanced accessibility to the restroom doors in the branch locations. She specifically asked for push button door openers for both ingress and egress into restroom areas.

INTRODUCTION OF NEW STAFF

Head of Outreach Monica Porter introduced the new employee Youth Paraprofessional Bridget Lawson to the Board. Ms. Porter detailed Ms. Lawson’s experience, character and energy she brings to the position. Ms. Lawson thanked the Board for the opportunity.

PRESENTATION: Library IQ demo with Assistant Director Julianne Smith

Assistant Director Julianne Smith provided the Board with an overview of the software Library IQ. The software monitors and manages collection performance, selection, acquisition, cataloging, weeding and inventory as well as strategic assessment and planning, facilities optimization and technology management. She provided specific examples and a walk-through of using the system and how it will impact operations and assist in assessment and planning.

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 2025)

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (September 10, 2025 Regular meeting minutes and August 2025 Financials and Check Registers). Trustee Cooper supported this motion.

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

COMMUNICATION

Director Hoenig pointed out that there are a number of items in this section but she wished to highlight specific items. She first pointed out the communication from United for Libraries and the webinars and resources available to the Board there. She advised that if there is interest in specific sessions that we may set-up Zoom meetings or reserve the Board room for their use. She then provided the Board information about an email she received that appeared to be an AI or form letter submittal pointing out statements made by employee(s) on personal social media platforms. She found the process and statements made in the email troubling and wanted to bring this to the Board's attention. She closed by pointing out the communication about Roblox that provides a guide for parents regarding the security features and best practices for children using the platform.

COMMITTEE REPORTS

Facilities – Director Hoenig first addressed the recent caulking intended to eliminate water infiltrating the Electrical Room at Whittaker Road. She advised that with the recent rain it was determined that the mitigation effort was not successful and more work will be done to address this issue. She then discussed the parking lot lighting with the failed equipment and the manufacturer has agreed that there were faults in the equipment and has agreed to replace all of them. However, this does not include the labor to complete this work. She asked the Board to consider this while negotiations continue with the manufacturer. Next she briefly pointed out the report from Terracon in regards to preventing future mold issues in the Program Room and then pointed to New Business F for further information.

Friends of the Library – Trustee Steimel advised the group had a huge sale with \$1,390.00 in Specials alone, and a total of over \$4,200.00 in sales. They are looking for other online retail options as Amazon has become more stringent and difficult to use. They are also looking at selling to area bookstores, such as Dawn Treader in Ann Arbor. They received \$775.00 in donations when they attended the August Shredding event held by YDL and Washtenaw County. The group will look for more events to attend. The group currently consists of 235 members. The next sale is November 22nd and 23rd, 2025. Assistant Director Smith advised the group is looking for a Treasurer, the group is going to reduce sale hours on Sunday to allow for breaking down the tables, and the group did sell all the Back on the Block t-shirts.

Policy – Director Hoenig advised the Policy Committee met and the results are in the packet.

Personnel – Trustee Steimel responded to Trustee Tebbens question regarding the Director Evaluation for the annual Director Review. He advised that over the next couple of months the form will be complete including all the Trustee's previously submitted input. Trustee Steimel noted that he is writing a letter to the Committee regarding the feedback he has received from Staff concerning the confidentiality of the proposed process.

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 2025)

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig provided a new running total of 436 new registered borrowers as of today. She wanted to thank the beach ball incentive supported by Gene Butman Ford. She advised there is an edit to the Summer Challenge report as there were eleven Summer Challenge Champion sites not the nine as shown. She let the Board know about the resignation of Jaclyn Morrow and the anticipated celebratory send-off party in case a Trustee would like to attend.

OLD BUSINESS

- A. Follow-up from September 10, 2025, Special Meeting

The Trustees and Director outlined steps taken of who and when organizations were contacted and refined their plan to attend the corresponding meetings for the entities in person.

NEW BUSINESS

- A. Budget Amendment correction

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-24

September 24, 2025

RESOLUTION TO CORRECT THE AUGUST 27, 2025 AMENDMENT TO
THE 2024-25 BUDGET

Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

Whereas, a budget amendment was approved at the Board meeting of August 27, 2025, and

Whereas, an inadvertent error by the Library accountant was later discovered, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2025 be amended as presented in the attached correction.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Tebbens

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

- B. Adoption of new policy C6: Americans with Disabilities Act Policy

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 2025)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-25

September 24, 2025

RESOLUTION TO ADOPT POLICY C6: AMERICANS WITH DISABILITIES ACT POLICY –
ACCESS TO PROGRAMS OR SERVICES

Whereas, the Ypsilanti District Library is subject to the provisions of the Americans with Disabilities Act, and the library's services and programs are required to comply with the ADA, and

Whereas, the Library welcomes all people and is committed to providing services to those with disabilities to the best of its ability, and

Whereas, the Library Director consulted with the library law attorney to draft this policy, outlining a process and including an application form which patrons can use to communicate requests for reasonable accommodation, and

Whereas, the Board Policy Committee has recommended the draft policy for approval, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Policy C6: Americans with Disabilities Act Policy – Access to Programs or Services is approved.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

C. Revision of policy C5: Animal Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-26

September 24, 2025

RESOLUTION TO REVISE POLICY C5: ANIMAL POLICY

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 2025)

Whereas, the Ypsilanti District Library's Animal Policy sets forth guidelines regarding animals permitted in library facilities and outlines expectations for their behavior, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the Library Board is considering the addition of an Americans with Disabilities Act Policy, and

Whereas, some changes to Policy C5: Animal Policy are recommended in light of the new policy's adoption, and

Whereas, the Board Policy Committee recommends the revision as presented, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library's Animal Policy is approved.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

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

D. Revision of policy C3: Bulletin Boards, Displays/Exhibits, Literature Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-27

September 24, 2025

RESOLUTION TO REVISE POLICY C3: BULLETIN BOARDS, DISPLAYS/EXHIBITS,
LITERATURE POLICY

Whereas, the Ypsilanti District Library has a Bulletin Boards, Displays/Exhibits, Literature Policy, which sets forth guidelines and outlines expectations for public use these library services, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, the current Policy C3: Bulletin Boards, Displays/Exhibits, Literature is 20 years old and a complete revision has been proposed for clarity and to match current practice, and

Whereas, the Board Policy Committee has recommended the draft as presented for approval, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 2025)

The attached revision to Policy C3: Bulletin Boards, Displays/Exhibits, Literature is approved.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Cooper

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

E. Revision of policy C1: Facilities Usage Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-28

September 24, 2025

RESOLUTION TO REVISE POLICY C1: FACILITIES USAGE POLICY

Whereas, the Ypsilanti District Library's Facilities Usage Policy sets forth guidelines and outlines expectations for public use of the Library's buildings and grounds, and

Whereas, the Facilities Usage Policy in effect at the time of this resolution included verbatim the text of Policy C3: Bulletin Boards, Displays/Exhibits, Literature Policy, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, Policy C3: Bulletin Boards, Displays/Exhibits, Literature has been completely revised, and

Whereas, for improved clarity, the Library Administration recommends removing text of the Bulletin Boards, Displays/Exhibits, Literature Policy from the Facilities Usage Policy, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Facilities Usage Policy is approved.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Tebbens

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

F. Resolution to authorize a project to replace concrete at the southwest corner of Michigan Avenue

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 2025)

RESOLUTION NO. 2025-29

September 24, 2025

RESOLUTION TO AUTHORIZE A PROJECT TO REPLACE CONCRETE AT THE
SOUTHWEST CORNER OF MICHIGAN AVENUE

Whereas, mold was discovered along the basement floor at Michigan Avenue directly under deteriorated concrete at the Southwest corner of the building, and

Whereas, mold remediation and a subsequent investigation into the areaway under the slab in question were conducted, and

Whereas, replacement of several concrete slabs at this corner has been recommended as outlined in a 9/24/25 email and scope drawing from Terracon, Inc., and

Whereas, concrete work can only be conducted effectively into late October in Michigan, and quick action is desired to prevent further mold growth in the basement over the winter months, Now Therefore,

IT IS RESOLVED that the Library Director is authorized to solicit quotes and award the project to a qualified concrete/masonry contractor available to complete the work this year, and to pay Terracon, Inc. for at least one site visit to observe conditions and make recommendations, and

BE IT FURTHER RESOLVED that up to \$12,500 from the Capital Asset Replacement Fund are approved for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No comment
Trustee Steimel	Provided two comments from constituents. One comment regarding the person's anxiety and concerns around the newly initiated social work program. However, the person advised they have loved the programs being produced and loves the direction the program is headed in. The second comment involved a concern regarding a walk-through by local police officers that could be a trigger for some patrons. He also inquired if staff was informed about what to do if ICE were to make an appearance at a location.

Ypsilanti District Library
Board of Trustees Meeting Minutes, September 24, 2025
(Approved October 22, 2025)

Trustee Winborn	Thanked the library staff for doing a wonderful job and advised she will continue to visit while perusing her genealogy projects. She wanted to thank the staff for all their hard work.
Trustee Maddix	Recommended a podcast episode titled, "The Native American Great Lakes and the Conquest of Michigan" hosted on Ypsi Stories and presented by historian Matt Siegfried. Advised it is outstanding.
Trustee Tebbens	Thanks for the good push on library card sign-up. He is looking forward to supporting the continued collaboration between YDL and the Washtenaw Bird and Nature Alliance. He advised there is a bird-walk downtown this Saturday and he will help be an auxiliary guide for this.
Trustee Kennedy	No comment
Trustee Horne McGee	No comment

ADJOURNMENT

Trustee Horne McGee moved to adjourn at 8:06 p.m. Trustee Winborn seconded this motion.