

Ypsilanti District Library  
Board of Trustees Meeting Minutes, October 22, 2025  
(Approved November 19, 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. Kristy Cooper arrived at 6:32pm.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Senior Counsel William A. Moore of Clark Hill who joined via Zoom for the closed session at 7:47pm.

**APPROVAL OF THE AGENDA**

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

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

**PUBLIC COMMENT**

None

**PRESENTATION**

Recap of Library Policy Retreat for Boards: Intellectual Freedom & Artificial Intelligence -- Theresa M. Maddix

Trustee Maddix provided information regarding the United for Libraries Library Policy Retreat for Boards. She keyed in on AI Policies and Guidelines as well as the Board's role in managing these items. She answered questions from other trustees about the information. The group agreed to consider a new committee composed of Trustees as well as employees with specific knowledge and areas of expertise in January 2026 when the committees are formed.

**CONSENT AGENDA**

Trustee Winborn moved to approve consent agenda (September 24, 2025 Regular meeting minutes and September 2025 Financials and Check Registers). Trustee Tebbens supported this motion.

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

**COMMUNICATION**

Director Hoenig pointed out the article she included from the Institute of Museum and Library Services which shows an uptick in statistical usage of public libraries and their services. She also highlights the Summer of HeART final report for programs conducted at both Superior and Michigan Avenue. Finally, she addressed the imminent closure of Baker & Taylor and the impact on our library system as well as

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possible alternative avenues for sourcing goods and services. She applauded the anticipatory actions taken by Assistant Director Julianne Smith and Head of Acquisition Services Katie Page that has allowed YDL to be somewhat ahead of the curve on this situation.

**COMMITTEE REPORTS**

Facilities - Director Hoenig reported that blue laminate for the Story Room has been received and the expectation is that the entire project will be completed by the end of October. She also pointed out the newly installed main lighting at the Whittaker Café location. She updated the group on the Whittaker electrical room, which is still seeing some dampness when it rains but is significantly better than before the caulking project was enacted. She advised the room will continue to be monitored for water intrusion. Director Hoenig then mentioned the faulty replacement parking lot lights at Whittaker that had been briefly discussed at September's meeting. She advised the manufacturer is replacing all the lights under warranty, but is still refusing to pay for any labor involved. The installer offered to complete the work at a 50% discount and, as the budget allowed for this expenditure, the lights should all be installed by the end of next week. In response to a question from Trustee Tebbens the Director advised that the manufacturer admitted that the original products had been somewhat problematic and the replacements are improved models.

Finance – Director Hoenig opened the report by asking the Finance Committee members who met last Monday to review the draft budget if they'd like to speak. Trustee Tebbens advised that he found the budget well thought out and very comprehensive. He appreciated the notes found within the draft and found the document very easy to read. He let the Board know he is good-to-go on this draft budget for next year.

Personnel – Trustee Steimel addressed the Board and concisely outlined the process he has set-up to provide an evaluation for the Library Director in November. He listed preferred due dates for item submittal and refined these dates with the Director and other Trustees. He also addressed the anonymity of the process devised for staff submittals to incorporate into the evaluation.

**REPORT OF THE LIBRARY DIRECTOR**

Director Hoenig mentioned that the library has now completed two payruns with BambooHR as the new payroll provider. So far the process has been smooth. She then spoke about an issue discovered during the transition from TriNet to BambooHR, where the implementation team at BambooHR discovered that the FICA taxes for the Direct Contribution retirement plan have been handled incorrectly. The result is that the IRS owes the employees and the library some money. The auditors and external accountant are working with TriNet to untangle this situation and find the remedy for this issue. Director Hoenig then transitioned to discuss the Juneteenth mural which was coordinated by a pair of Michigan Avenue employees who worked with the artists and a donor. The mural will be hung at Michigan Avenue for the months of November and December. Director Hoenig ended her report by discussing the meeting she and Head of Youth Services Jodi Krahnke had with the new TALK Program Coordinator for the Midwest Collaborative for Library Services. Progress on the program's nationwide rollout was somewhat stalled while this position was filled, but is now moving forward.

**OLD BUSINESS**

- A. Discussion of municipal bodies' reception of Resolution 2025-23

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The Board discussed the interactions they have had over the past month in regard to this resolution. Trustee Cooper detailed conversations she has had as well as an upcoming meeting she is attending on Friday, October 24<sup>th</sup>, with the Shelter Association. . Director Hoenig provided meeting information for a separate meeting on Friday, October 24<sup>th</sup>, with the Washtenaw County Community Mental Health Board, and Trustee Winborn advised she would attend.

B. Follow-up to Resolution 2025-29 Michigan Avenue concrete project

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

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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 \$18,000.00 from the Capital Asset Replacement Fund are approved for this project.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

**NEW BUSINESS**

A. Review draft FY2025-26 budget

Director Hoenig pointed out some items from the draft budget, answered questions posed by the Board, as well as discussed the proposed new Security Coordinator position to be included in the upcoming budget.

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B. Schedule public hearing for FY2025-26 budget

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED  
LIBRARY BUDGET FOR THE 2026 FISCAL YEAR

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Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2026 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2026 fiscal year will be held at 6:15 p.m. on Wednesday, November 19, 2025.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Horne McGee

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

C. 2026 holiday closing schedule

RESOLUTION TO ESTABLISH A SCHEDULE OF 2026 HOLIDAYS AND CLOSINGS

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Whereas, the Ypsilanti District Library's Collective Bargaining Agreement with AFSCME sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2026 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2026 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Steimel

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

D. Consideration of the purchase of memory lab computers

RESOLUTION TO PURCHASE COMPUTERS AND MONITORS FOR THE NEW YDL  
MEMORY PRESERVATION LAB

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

Whereas, creation of a Memory Preservation System is a goal of the current YDL strategic plan, and

Whereas, a staff work group has identified equipment desired for the lab, including two robust computer stations for managing multiple devices and viewing high-resolution graphics, and

Whereas, YDL IT staff researched options and solicited a quote for the specified equipment, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the purchase of two computers and monitors for the Memory Lab as described on the attached quote is approved.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Tebbens

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

E. Proposal for consulting work regarding Michigan Avenue humidity levels

MOTION: The Ypsilanti District Library Board resolves to engage for humidity remediation consultation at Michigan Avenue with Mende Engineering Solutions, LLC, for a cost of \$24,515 to be drawn from the Capital Asset Replacement Fund.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

F. Closed session to discuss a legal opinion with attorney William Moore

President Bethany Kennedy asked for a motion to move into closed session. Trustee Steimel motioned to move into a closed session to discuss a legal opinion at 7:47 pm. Trustee Cooper seconded this motion.

President Bethany Kennedy asked for a motion to move back into open session. Trustee Steimel moved to end the closed session at 8:12 pm, and Trustee Cooper seconded this motion.

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Trustee Maddix moved to authorize the President to issue a letter to the AFSCME Union representative denying the 10/7 grievance.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	Thanks Teresa for the presentation.
Trustee Steimel	Advised he loved John Connaghan’s “Top Ten Items in September” which was a great addition to this month’s packet. The exhibit was great and the wall of children’s literature books was wonderful. Kudos to the Senior Advisory Board for volunteering to be docents for the memory lab.
Trustee Winborn	Thanked the staff for a wonderful job. She loves the library.
Trustee Maddix	She noticed that Part Two of the Podcast is now out, though she has only been able listen to the first few minutes, which were great. Also, Halloween Downtown this Friday is one of her favorite library events every year.
Trustee Tebbens	Two weeks ago was “Banned Books Week” and he thanked the library for all the programs surrounding that event. He wanted to acknowledge that this week is “Prison Banned Books Week” focusing on censorship in prisons whom are the number one censor of books in the United States.
Trustee Kennedy	Thanked Teresa for her presentation. She also appreciates the library as a place to display community events and items. She mentioned meeting an artist from the last exhibit whom she purchased an item from. She had coffee with them and it was very lovely that the library brings people together.
Trustee Horne McGee	No Comment

**ADJOURNMENT**

Trustee Tebbens moved to adjourn at 8:17 p.m. Trustee Winborn seconded this motion.