

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, February 25, 2026 (Unapproved)

**CALL TO ORDER**

Vice President Theresa M. Maddix called the Regular Meeting to order at 6:30 p.m.

**ATTENDANCE**

Trustees Present: Bethany Kennedy, Theresa M. Maddix, Patricia Horne McGee, and Chris Tebbens formed a quorum. Kristy Cooper and Jean Winborn were absent while the final Trustee position remains vacant.

Also present: Director Lisa Hoenig and Office Manager Andrew Hamilton, as well as Ian Rees, CPA, Gabridge & Co., via Zoom.

**APPROVAL OF THE AGENDA**

Director Hoenig asked to remove the Introduction of New Staff as they were unable to attend. Trustee Horne McGee moved to approve the agenda and Trustee Tebbens supported this motion.

Vote: Ayes: 4  
Nays: 0  
Motion: Passed  
Absent: 3

**PUBLIC COMMENT**

Kat Layton provided the Board with a statement about her upcoming resignation and provided a handout of proposed action steps for ICE protocol development.

**PRESENTATION OF 2025 FY AUDIT:** Ian Rees, CPA, Gabridge & Co.

Ian Rees, CPA, provided an overview of the audit for the fiscal year 2025. He explained the methodology used to perform an audit level of accuracy verification and how the Ypsilanti District Library received the highest level of verification. He outlined the financial highlights and trends, the current net position, the levels of reserves, as well as significant notes to the financial statement. He closed by answering questions from the Board.

**CONSENT AGENDA**

Trustee Tebbens moved to approve consent agenda (January 28, 2026 Regular meeting minutes and January 2026 Financials and Check Registers). Trustee Kennedy supported this motion.

Vote: Ayes: 4  
Nays: 0  
Motion: Passed  
Absent: 3

**COMMUNICATION**

Director Hoenig let the Board know that the Carnegie Foundation's check arrived and that she is planning to put this money into the humidification/dehumidification project at the Michigan Avenue branch. She also advised there is a very interesting grant opportunity which requires some matching funds, and this Carnegie check would provide that. She also pointed out the article regarding the increase in federal funding for libraries through the Library Services and Technology Act. She closed this

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section by discussing the formal hire of the new Michigan Library Association Executive Director Dillon Geshel.

**COMMITTEE REPORTS**

Facilities – Director Hoenig pointed out the construction punch list for the Café. She advised she spoke with the vendor earlier in the day and she believes that the completion of these tasks is imminent. Trustee Tebbens inquired about the concrete at Michigan Avenue, and Director Hoenig provided a timeline on when concrete work may begin and the choices this origination has when that time arrives. She advised that there is an additional grant opportunity to remediate the façade of the Adams St. external wall of the Michigan Avenue branch addition. This may provide an opportunity to bid the entire work for the concrete and wall. If the grant isn't feasible the work may be broken up into separate projects. She also discussed the installation of the bike repair station at Michigan Avenue, which also is planned to move forward when the weather allows concrete work.

Personnel – Trustee Kennedy advised the committee completed their action plan and will discuss with Director Hoenig over the next month

Friends of the Library – Director Hoenig advised that this report should have been removed from the agenda as well, as Assistant Director Smith is not at the meeting to provide information.

**REPORT OF THE LIBRARY DIRECTOR**

Director Hoenig spoke about the job posting for the open Library Care Coordinator position and that she had already received two applications. She also commented on the Security Coordinator hiring process and that interviews are underway to provide the hiring committee some comparison between candidates. She then elaborated on the Washtenaw County mini-grant that she had mentioned at the bottom of her report. The \$40,000.00 Human Services Partnership would expand the existing grant to provide greater support for both patrons and YDL staff. If awarded, the plan is to provide professional counseling for staff after traumatic incidents, more staff trainings, general case management support needs, as well as extending the peer navigator for a full calendar year. Director Hoenig advised that YDL will receive an Emerald Award from Washtenaw Literacy on April 16, 2026. She let the trustees know that she would like to have someone speak on YDL's behalf at this event if they are interested. She closed her report by pointing out the dashboards and Fund Balance forecast and responding to Trustee Maddix's question about year-over-year data which will become possible when Library IQ has two years of data in August 2026.

**OLD BUSINESS**

- A. Committee appointments by President

Trustee Tebbens moved that the Board table this item until the March 2026 Board Meeting.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Kennedy

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

- B. Revised Michigan Avenue sump pump proposal

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-5R

January 28, 2026

RESOLUTION TO AUTHORIZE CAMPBELL, INC. TO REPLACE THE SUMP PUMP AT  
YDL-MICHIGAN AVENUE

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Whereas, the sump pump in the Michigan Avenue basement runs regularly, and is vital to keep water from infiltrating the building, and

Whereas, Campbell, Inc. recommends replacement, as the existing sump pump has nearly reached end of life, and

Whereas, Campbell, Inc. has provided a revised proposal to replace the sump pump with an equivalent new model and a water-powered back-up pump, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Campbell, Inc. to replace the Michigan Avenue sump pump at a cost of \$9,414.00 is approved.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Horne McGee

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

**NEW BUSINESS**

- A. Acceptance of FY 2024-2025 Audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-7

February 25, 2026

RESOLUTION TO ACCEPT THE FISCAL YEAR 2025 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2025 as presented are accepted.

OFFERED BY: Trustee Horne McGee

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SUPPORTED BY: Trustee Kennedy

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

- B. Resolution to designate fund balance for capital improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-8

February 25, 2026

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to offering facilities where all feel welcome and secure, and uses the Capital Projects Fund to maintain them, and

Whereas, additional capital project expenses are anticipated in 2026, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$600,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Tebbens

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

- C. Award for landscaping contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-9

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RESOLUTION TO AWARD A LANDSCAPING CONTRACT

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Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, sixteen bids were received before the deadline from qualified contractors, and

Whereas, the bids were tabulated and analyzed, and references were contacted for the lowest bidders, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract for Whittaker Road, Michigan Avenue, and Superior is awarded to Frank's Landscaping.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Kennedy

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

D. Resolution to honor Brian Steimel

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-10

February 25, 2026

RESOLUTION TO HONOR AND THANK DEPARTING TRUSTEE  
BRIAN STEIMEL FOR SEVENTEEN YEARS OF DEDICATED SERVICE

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WHEREAS, Brian Steimel served on the Ypsilanti District Library Board of Trustees for seventeen years since first taking office in 2009, and

WHEREAS, Brian brought a wealth of local knowledge and Eastern Michigan University connections to the post, along with steadfast dedication to the library and its mission, and

WHEREAS, he served as the Board's President, Vice-President, and Secretary over the course of his tenure, and

WHEREAS, he chaired the Board Personnel Committee for many years and served on other important committees, including the negotiations team, and

WHEREAS, he always gave generously of his time, talents and resources, supporting the YDL Board and staff, and serving as Board liaison to the Friends of the Library, and

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WHEREAS, Brian’s passion and commitment for innovative programming at YDL, particularly his support of Noise Permit to engage Ypsilanti teens in the arts, were tireless and inspiring, and

WHEREAS, Brian has decided to step down to enjoy the fruits of his labors,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board expresses its sincere gratitude to Brian Steimel for the dedicated service he provided to YDL and our community, and

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that as he visits YDL as a patron, Brian will take great pride in his leadership and commitment.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Tebbens

YES: 4      NO: 0      ABSENT: 3      VOTE: 4-0 Passed

E. Discussion of trustee vacancy and review of Trustee Job Description

The Board held a robust discussion about the process, submitting nominations, as well as the job description itself. They discussed adding certain questions to the application, as well as expanding the job description to provide more clarity to potential applicants about what the role entails. Trustee Tebbens volunteered to attend a proposed Question & Answer session for potential applicants to learn more about the role, as well. Trustee Kennedy proposed some rewording and additions to the job description which was agreed upon by her fellow trustees.

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	Absent
Open Trustee Position	Unfilled
Trustee Winborn	Absent
Trustee Maddix	Expressed gratitude to staff in their efforts to support the community during these uncertain and sometimes fearful times. She also advised she secured a lifetime membership with the American Library Association during their 150 <sup>th</sup> Anniversary celebration and urged others to possibly do the same.
Trustee Tebbens	Spoke about his visits to both Superior and Michigan Avenue this past Friday. He checked in with some people and had good conversations with them. He also spoke about a City of Detroit police presence at Superior while he was there and his conversation with the officers for clarity about their use of the parking lot. Director Hoenig will follow up with the Washtenaw County Sherriff’s Office.
Trustee Kennedy	No Comment
Trustee Horne McGee	No Comment

**ADJOURNMENT**

Trustee Horne McGee moved to adjourn at 7:32 p.m. Trustee Kennedy seconded this motion.