

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

CALL TO ORDER

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

ATTENDANCE

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

Also present: Director Lisa Hoenig and Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

Trustee Winborn and Trustee Cooper both added follow-up communications to Old Business to discuss continued reception of Resolution 2025-23 by municipal bodies. Trustee Steimel moved to approve the agenda as amended and Trustee Horne McGee supported this motion.

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

PUBLIC COMMENT

None

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (October 22, 2025 Regular meeting minutes and October 2025 Financials and Check Registers). Trustee Cooper supported this motion.

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

COMMUNICATION

Director Hoenig highlighted the compliment from the community regarding the work of Chris Oliver, Building Monitor. She also pointed out the United for Libraries document as something the Board likely already is aware of.

COMMITTEE REPORTS

Facilities Committee Report – Director Hoenig updated the Board regarding the concrete work at Michigan Avenue, which originally was expected to be scheduled for the end of November. However, there has been some issues with finalizing the actual date. She believes there will be an attempt on Friday, November 21st, when the weather is expected to be warm enough to allow the work to be completed. Director Hoenig also responded to Trustee Maddix’s question regarding Washtenaw County and a project for a generator.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

Friends of the Library – Trustee Steimel advised that the group added an additional \$24,000.00 in donations to the library to be used to purchase new tables for the Whittaker Road Community Room. The Holiday Booksale will be Saturday, November 22nd, 2025, from 11am – 5pm, as well as Sunday, November 23rd, 2025, from 1-3pm. He also noted that Sunday is a 50% off sale.

Personnel Committee – Trustee Steimel spoke about the process for the Director’s evaluation, specifically that the staff input has been completed. He thanked the Board for trusting him with this project, as it allowed him to visit all three branches on a regular basis for several weeks. He spoke about getting to know the employees better at each location and that he was very happy to get to work with the employees on this project. He advised there was a 55% response rate with input for the evaluation. He wanted to specifically thank the following employees: Sam Killian, Hailey Burns, Amy Jesse, Mani Brito, Katie Dover-Taylor, Pat Mitchell, Kathryn Takach, Sienna Higgins and Liz Getty. He was very pleased with how helpful the employees were.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig also highlighted the Holiday Booksale as well as the purchase by the Friends of the Library of the new tables for the Community Room. She mentioned that the purchase of these tables is greatly helpful as it had originally been planned to make this purchase with next year’s budget, but now the money will be available for other projects. The tables are also sturdier and lighter than the current tables, which will help the Facilities Team when setting up and breaking down a room set-up. She talked about an annual accessibility review of the YDL website which was recently completed. The website passed, and no additional actions were recommended. She also looked into the accessible bathroom doors that had been requested by a community member during the September Board Meeting’s public comment section. She spoke with the architect who knew of another library who had recently completed a new facility and retro-fitted their doors. These door systems are expensive, ranging in the \$7-8,000.00 range. She advised that with the upcoming fiscal year there will be a planning meeting for the Whittaker renovations, and she will add these doors to the items under consideration as well as several other known issues, such as the blistering front door. She advised the Facilities Committee will be convened sometime early in the year to decide what should be prioritized. She closed with information about her ten years working as the Ypsilanti District Library Director, and pointed to a document in the packet listing her top ten accomplishments in that time. She looks forward to the next Strategic Plan making the following years bigger and better.

OLD BUSINESS

Trustee Winborn and Trustee Cooper outlined for the Board their experiences meeting with select municipal bodies regarding Resolution 2025-23 which dealt with a request for funding for a local shelter for the homeless community.

NEW BUSINESS

- A. Consider approval of proposed FY2025-26 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-33

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

November 19, 2025

RESOLUTION TO ADOPT THE 2025-26 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2025-26 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4265 mills.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Winborn

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

B. FY 2025 Budget amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-34

November 19, 2025

RESOLUTION TO AMEND THE 2024-25 BUDGET TO REFLECT PROJECTED YEAR-END
SPENDING

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, 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.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

- C. Consideration of a proposal to engage Daniels & Zermack Architects for professional design services at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-35

November 19, 2025

RESOLUTION TO CONTRACT WITH DANIELS AND ZERMACK ARCHITECTS FOR
PROFESSIONAL DESIGN SERVICES AT WHITTAKER ROAD

Whereas, the Ypsilanti District Library plans to renovate the public areas of the Whittaker Road library in three phases, based on fresh input and the 2019 space needs assessment, and

Whereas, library administration wishes to have a trusted and experienced architect leading the planning of these phases, and

Whereas, Dan Whisler of Daniels & Zermack Architects was the principal architect for YDL-Whittaker, YDL-Superior, and numerous other successful projects for the Ypsilanti District Library, and

Whereas, a proposal from Daniels & Zermack has been presented for the Board's consideration for professional design services including collecting input, planning phases, and selecting certain groups of furniture in 2026, and

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

Whereas, up to \$36,200 was allocated in the 2025-26 library operating budget for these professional services, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Daniels & Zermack Architects for planning services related to the design and renovation of the public space in the Whittaker Road library for a total cost not to exceed \$36,200.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

D. Consideration of a proposal for software and services for BS&A Cloud

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-36

November 19, 2025

RESOLUTION TO PURCHASE SOFTWARE AND SERVICES FOR BS&A CLOUD

Whereas, the Ypsilanti District Library's current governmental accounting software will no longer be supported at the end of 2026, and

Whereas, after consulting with peer libraries and YDL's auditors, a selection committee of staff users and YDL accountant Jim Carey carefully reviewed options, and

Whereas, the committee recommends the BS&A Cloud software as the right fit for YDL's administration's needs, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage BS&A Software for software and services to utilize BS&A Cloud, effective at the start of the third or fourth quarter 2026.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

E. 80/20 health care split

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2025-37

November 19, 2025

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE
SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2026, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

F. Set annual meeting date

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-38

November 19, 2025

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2026

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2026 shall be held at 6:30 p.m. on Wednesday, January 28th.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Horne McGee

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

- G. Consider forming a nominating committee for 2026 Board officers

The Trustees discussed a nominating committee and decided it was not necessary at this time.

- H. Proposal from Campbell for valve replacement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-39

November 19, 2025

RESOLUTION TO AUTHORIZE THE REPLACEMENT OF A CIRCUIT SETTER FLOW
VALVE IN THE HVAC SYSTEM AT WHITTAKER ROAD

Whereas, the Whittaker Road heating, ventilating and air conditioning system is 22 years old and its aging parts are beginning to fail, and

Whereas, a circuit setter flow control valve in the Youth Department recently failed, creating a large leak and damage to the ceiling, and

Whereas, Campbell, Inc. minimized the leak to a drip and has provided a proposal to replace the failed valve, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Campbell, Inc. to replace the specified valve at Whittaker Road at a cost of \$4,454.94 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

- I. Closed session for Director evaluation

Trustee Maddix motioned to move into a closed session to discuss the Director's Evaluation at 7:26 pm. Trustee Steimel seconded this motion. Trustee Winborn moved to end the closed session at 9:20 pm, and Trustee Steimel seconded this motion.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 19, 2025
(Approved January 28, 2026)

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Thanks Trustee Steimel for putting together the survey as well as distributing and collecting. She also wanted to point out the social media posts by the Communications Team and how those two are knocking it out of the park with their work.
Trustee Steimel	Provided another shout-out for Daisha Jackson and Shayla Card-Nowlin regarding their work to assist in the creation of the art mural currently hanging above the stairs at Michigan Avenue. He believes the work is bright, lively and a beautiful piece.
Trustee Winborn	Thanked the Staff and advised she is so proud of this library district. She pointed out recent programming she attended that had a full crowd and was so well set-up and executed. She also wanted to thank Trustee Steimel for his work on the evaluation process.
Trustee Maddix	Thanked Trustee Steimel and the staff for completing the evaluation.
Trustee Tebbens	Absent
Trustee Kennedy	Highlighted the Library Care Coordination Program and spoke about how impacted she was by it. She advised how proud she is of the library and the impact on the community.
Trustee Horne McGee	None

ADJOURNMENT

Trustee Maddix moved to adjourn at 9:24 p.m.