

Ypsilanti District Library
Board of Trustees Meeting
Minutes, May 27, 2026 (Unapproved)

CALL TO ORDER

President Kristy Cooper called the Regular Meeting to order at 6:31 p.m.

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Michigan Avenue Branch Manager Katie Dover-Taylor.

APPROVAL OF THE AGENDA

Director Hoenig asked to add a Friends of the Library report under Committees, as well as report about Library Advocacy Day under Communications. Trustee Kennedy moved to approve the agenda as amended and Trustee Winborn supported this motion.

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

PUBLIC COMMENT

Jennifer Hannibal – spoke to the Board regarding yearly grant programming that she'd like the Board to consider as a budgeted item(s) for the future. She listed the difficulties in adhering to grant reporting guidelines for these events while producing these events and other programming. She pointed out Halloween and Christmas events, but most especially the Noise Permit event, as the most needed to be considered to be included in the budget in the future.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda for the April 15, 2026 Regular meeting minutes. Trustee Kennedy supported this motion.

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

Trustee Tebbens moved to approve consent agenda for the April 2026 Regular Financials and Check Register. Trustee Winborn supported this motion.

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

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COMMUNICATION

Trustee Maddix and Kennedy provided the Board an overview of their attendance at the Michigan Library Advocacy Day held in Lansing, Michigan, on April 28, 2026.

Director Hoenig highlighted the nomination of Patricia Mitchell for the American Library Association's I Love My Librarian Award, which honors librarians across the county for their impact in their community.

COMMITTEE REPORTS

Facilities – Director Hoenig reported that the vendor did complete the cleaning of the limestone in the Café and that she expects some of the funds to be returned from the approved amount. She also advised she attended the Ypsilanti Historic District Commission's meeting on May 12th as required to apply for the DDA Façade grant. She also answered questions from several trustees regarding the grant parameters. She also advised that she received the bid specifications for the Michigan Avenue humidification/de-humidification project and submitted these to several vendors in the expectation of placing this item on next month's agenda.

Personnel – Director Hoenig briefly overviewed the webinar titled "Invisible Labor." She also discussed the conversations generated by the staff and action items derived from this viewing during the in-service training day for staff. Trustee Kennedy also spoke about this webinar and urged her fellow Board members to review as time allows. Trustee Winborn also provided her thoughts generated from observing this video.

Strategic Planning – Director Hoenig detailed the adjustments the consultant Dr. Katena Cain has been making to the strategic planning process. Director Hoenig believes that the finalized report may be a few weeks delayed.

Friends of the Library – Director Hoenig provided some highlights from the meeting held by this group on May 26th, 2026. The spring sale made \$4,146.24 with "specials" accounting for 34% of the profit. The Michigan Avenue cart made \$60.97, and Trustee Leighton agreed to restock it. Trustee Leighton also volunteered to sell popcorn at the June movie night. Deb Cook and Patti Gensemer Stein will collect donations on Shred Day, and Kim Lazarz has offered to organize a golf outing in the summer of 2027.

WELCOME TO MICHIGAN AVENUE

Michigan Avenue Branch Manager Katie Dover-Taylor provided a welcome message to the board. She also detailed recent highlights of past programming, along with a preview of the upcoming events for the summer. She also discussed staffing levels at the location, and responded to questions from the Board.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig pointed out the quarterly Fund Balance forecast attached to her report. She celebrated the \$2,300.00 funding from the DDA in support of several Michigan Avenue events including Halloween Downtown, the Holiday Tree lighting and Noise Permit events. She recapped the in-service training event for staff in May, including the new incident reporting software and the viewing of the webinar titled "Invisible Labor." She then responded to questions from the Board.

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OLD BUSINESS

None

NEW BUSINESS

- A. Approval of 2026 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-14

May 27, 2026

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2026

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2026 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

- B. Consideration of a proposal to install new flag pole lights at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-15

May 27, 2026

RESOLUTION TO INSTALL NEW FLAG POLE LIGHTS AT WHITTAKER

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Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, two of the four lights that illuminate the flag poles at Whittaker have been damaged beyond repair by water infiltration and lawn equipment, and

Whereas, Brennan Booms of Enlighten has proposed a solution that will illuminate all of the flags and avoid future damage, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to install the flag pole lights as proposed for a total cost of \$5,996.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Horne McGee

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

- C. Consideration of a proposal to repair an underground leak at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-16

May 27, 2026

RESOLUTION TO REPAIR AN UNDERGROUND LEAK
AT YDL-MICHIGAN AVENUE

Whereas, there is a crack in the underground PVC piping leading from the YDL-Michigan basement to the Patsy Chandler fountain, and

Whereas, we wish to operate the fountain without causing further water loss and possible infiltration of the building foundation, and

Whereas, O'Neal Construction has provided a proposal to manage the concrete demolition, plumbing work, and replacement of concrete required for this project, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD:

To waive the bid process and approve the attached proposal from O'Neal Construction to repair the underground leak at a cost not-to-exceed \$16,380.

BE IT FURTHER RESOLVED THAT:

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

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OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Tebbens

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

D. Award of phone system contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-17

May 27, 2026

RESOLUTION TO PURCHASE A TELEPHONE SYSTEM FROM BSB COMMUNICATIONS

Whereas, the Ypsilanti District Library's telephone system is outdated, and the Library Director recommended replacement in the 2025-26 fiscal year, and

Whereas, the Library's Information Technology staff studied the technology behind the latest systems, and

Whereas, YDL released a Request for Proposals for an Enterprise VoIP Telephone System in March, and

Whereas, five proposals were received and evaluated by YDL IT staff, and

Whereas, the Elevate system proposed by BSB Communications was identified by Information Technology staff to have the features and technology most capable of meeting current and future staff and patron needs, and

Whereas, YDL has an existing relationship with BSB Communications and values the firm's service, product quality, and geographic proximity, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Elevate VoIP telephone system proposed by BSB Communications be purchased for a one-time cost not-to-exceed \$11,577 plus monthly service fees.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

E. Discussion of YHF home tour invitation

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The Board discussed the advantages and disadvantages of joining this tour conducted by the Ypsilanti Heritage Foundation, including staffing levels and possible patron or community concerns. The Board was in support of accepting this invitation.

F. Discussion of Board email address

The Board discussed the advantages and disadvantages of several different formats a Board email address may take and the potential processes for using them. The Board decided more research would be needed before a choice is made.

G. Closed session for completion of Director Evaluation

President Cooper asked for a motion to move into a closed session to discuss the Director evaluation at 7:57pm. Trustee Kennedy motioned to move into closed session, and trustee Winborn seconded this motion.

Trustee Horne McGee moved to end the closed session at 8:22pm, and Trustee Winborn seconded this motion.

Trustee Tebbens motioned to approve a raise to the Director of 3.5% effective December 1st, 2025. Trustee Winborn seconded this motion.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Thanked the staff for the work that they do.
Trustee Leighton	Absent
Trustee Winborn	Thanked the staff at Michigan Avenue for hosting the Board meeting, as well as all the staff at all the libraries who do a wonderful job.
Trustee Maddix	Enjoyed Katie Dover-Taylor's presentation. Expressed her delight for Patricia Mitchel's nomination for the I Love My Librarian award.
Trustee Tebbens	Thanked the staff at Michigan Avenue for hosting the Board meeting. He is looking forward to taking a look at the new audio/video devices at Michigan Avenue.
Trustee Kennedy	None
Trustee Horne McGee	None

ADJOURNMENT

Trustee Tebbens moved to adjourn at 8:26 p.m. Trustee Winborn seconded this motion.