

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 17, 2026
(Approved July 22, 2026)

CALL TO ORDER

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

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Library Social Worker Tommy Anderson as well as Information Technology Technician Chris Slay.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW STAFF

Director Hoenig introduced Tommy Anderson, the Ypsilanti District Library's new Library Social Worker to the Board. Tommy started in early May and is changing the emphasis of the Social Work program in a very positive direction. Tommy thanked the Board members for the opportunity to serve the community in which he lives and the library he patrons. He believes his background in schools and private practice will translate well. He asked the Board members for any feedback they may have at any time. He also responded to Trustee Leighton's question regarding intern staffing levels for the program.

PRESENTATION: Washtenaw Literacy update, David Martineau

Executive Director David Martineau first congratulated the Board for winning the Gateway Award at the first annual Emerald Awards held by Washtenaw Literacy in April 2026. The re-branded fundraiser was formulated to honor the good work happening in the community. He discussed the partnership between the library and his organization, provided an overview of Washtenaw Literacy's new strategic plan, highlighted the current state of literacy in Washtenaw County, and discussed the re-organization and build-out of the internal structure of his organization. He closed by answering questions from the Board as well as asking a few questions of his own.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (May 27, 2026 Regular meeting minutes and May 2026 Financials and Check Registers). Trustee Tebbens supported this motion.

Vote: Ayes: 6
Nays: 0

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Motion: Passed
Absent: 1

COMMUNICATION

Director Hoenig celebrated with the Board the recent awarding of a mini-grant from the Washtenaw County Office of Community and Economic Development to the Ypsilanti District Library. The grant will expand the Library Care Coordination Program. She then highlighted the information in the packet for the Michigan Activity Pass. She then closed with a brief comment to note the Ypsilanti Community Schools new partnership with Digital promise to bring new technology and instruction support to Ypsilanti Community Schools.

COMMITTEE REPORTS

Facilities Committee – Director Hoenig advised she only had one more piece of information beyond what was written in her report. She told the Board that repairs on the leaking fountain in Library Plaza are expected to commence on Monday, June 22nd, weather permitting.

Fundraising Committee – Director Hoenig reminded the Board that Fundraising Committee meeting notes are in the packet and that Trustee Winborn was named the Chair. Trustee Winborn advised that the meeting was good and helpful to move forward with focusing on the Bookmobile for fundraising. Trustee Tebbens also discussed his concept for Libraries and Lemonade, where children set up lemonade stands that provide information about library services.

AI Committee – Trustee Maddix named her committee members and advised they had a great discussion about the scope of their work. They looked at policies from other libraries and organizations while preparing a draft to finalize over the course of several meetings and will provide a final version for Board review and approval.

Strategic Planning Steering Committee – Director Hoenig explained to the Board that one of the issues discovered was an obstacle for emails getting through from the strategic planning consultant to staff. The big news is that a framework was developed for the plan and that a Board retreat will be scheduled for mid to late August 2026. She responded to a question by Trustee Tebbens regarding the questions of the survey and will provide the Board a copy of them.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig handed out copies of the Statistical Dashboard as it was not included in the packet. She advised that the trainer for BS&A, which provides the new financial software approved by the Board earlier in the year, will be on-site Monday, June 22nd, to kick-off a week long “go live” training. She explained one of the most exciting items of this software is its ability to provide staff much more direct access to current budget and cost amounts. She also celebrated the final payment being cut to Superior Township for the Harris Road Widening project. Director Hoenig let the Board know to expect an email from the strategic planning consultant this week to set-up one-on-one interviews with each of them. She closed her report with displaying several of the Summer Challenge yard signs and offered them to Board members who wished to display them in their yard.

OLD BUSINESS

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A. Discussion of Board email address

President Cooper asked Trustee Maddix to provide an overview and recommendations for the Board regarding the Board email discussion. Trustee Maddix provided some of the pros and cons of each option. The trustees engaged in a discussion of the options. They came to a conclusion that an individual Trustee email for each Board member would be the preferred option. Director Hoenig advised that the IT department will work with each Board member to create these individual email accounts for Board business.

NEW BUSINESS

A. Budget amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-18

June 17, 2026

RESOLUTION TO AMEND THE 2025-26 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, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2026 be amended as presented.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

B. Award of contract for Michigan Avenue humidification/dehumidification equipment

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RESOLUTION NO. 2026-19

June 17, 2026

RESOLUTION TO INSTALL HUMIDIFICATION/DEHUMIDIFICATION EQUIPMENT TO
THE HVAC SYSTEM AT MICHIGAN AVENUE

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

Whereas, the humidity in the historic Michigan Avenue library building fluctuates between high and low extremes over the course of the year, and

Whereas, Mende Engineering Solutions was engaged to develop specifications for adding humidification/dehumidification equipment and controls to the building's HVAC system, and

Whereas, two proposals were received for the installation of this equipment, and

Whereas, Mende Engineering Solutions will work with the selected contractor to ensure their shop drawings fulfill the specified work, Now Therefore,

IT IS RESOLVED that the attached proposal from Campbell, Inc. for installing humidification/dehumidification equipment to the HVAC system at Michigan Avenue is approved for a cost of \$119,861.00.

BE IT FURTHER RESOLVED that a \$10,000 gift from the Carnegie Corporation of New York and monies from the Capital Asset Replacement Fund will be utilized for this project.

OFFERED BY: Trustee Leighton

SUPPORTED BY: Trustee Tebbens

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

C. Michigan Avenue elevator safety improvement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-20

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RESOLUTION TO AUTHORIZE INSTALLATION OF A 3D DETECTOR EDGE ON THE
YDL-MICHIGAN AVENUE ELEVATOR

Whereas, the elevator at YDL-Michigan Avenue basement is used regularly, especially by families with strollers, and

Whereas, YDL staff desire a safety enhancement to ensure the elevator door can sense when users are trying to prevent closure, and

Whereas, American Accessibility Technologies, Inc. has provided a proposal to install a new 3D detector edge which will accomplish this, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from American Accessibility Technologies, Inc. for a cost of \$4,780 is approved.

BE IT FURTHER RESOLVED that:

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

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

D. Award of contract for improvements to Michigan Avenue's Southwest corner

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-21

June 17, 2026

RESOLUTION TO AUTHORIZE A PROJECT TO REPLACE MASONRY AND CONCRETE
AND ADD WATERPROOFING 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

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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 well as replacement of the door and masonry on the adjacent addition, as outlined in scope drawings from Terracon, Inc., and

Whereas, three proposals were received for this work, and a \$15,000 Façade grant from the Ypsilanti DDA has been recommended to help fund this project, Now Therefore,

IT IS RESOLVED that the Library Director is authorized to proceed with the project, working with the Ypsilanti Historic District Commission for approval and with the low bidder, RAM Construction Services, to complete the project by the end of the 2025-26 fiscal year.

BE IT FURTHER RESOLVED that up to \$57,645 from the Capital Asset Replacement Fund are approved for this project.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

E. Discussion of Library Plaza activity

The Board engaged in a robust discussion regarding the problematic activity occurring in the Library Plaza. Library Social Worker Tommy Anderson and Interim Security Coordinator Chris Slay provided first-hand accounts of recent issues. Chris Slay also conveyed conversations with members of law enforcement regarding these issues, and requested the Board consider posting hours of use for the Library Plaza. After careful consideration, President Cooper created a Safety and Access Committee chaired by Trustee Leighton along with Trustee Winborn to research and provide additional options for the Board to consider. The Board also approved the Interim Security Coordinator creating signage and providing that information to law enforcement regarding the Library Plaza hours of use. The Board will revisit this issue at future meetings to be sure the Library Plaza is available and safe for the community.

F. Discussion regarding November election

Director Hoenig talked about the upcoming November election of Board Trustees and inquired of the members whose terms are expiring whether they are considering running. Trustee Leighton advised he did plan to run again. Trustees Horne McGee and Cooper advised they would likely run again. Trustee Maddix advised she would not seek re-election.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment

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Trustee Leighton	He asked about the Memory Lab project and when it would likely be in place. Assistant Director Julianne Smith advised the project is expected to be complete by the end of the year.
Trustee Winborn	Thanked the librarians and staff for their assistance with her genealogy work. She was recently honored for her genealogy work and she believes the library and staff should be recognized for their part in her success.
Trustee Maddix	No Comment
Trustee Tebbens	Told the Board he signed up for Summer Challenge and his current point total. He also advised he lives in a neighborhood with an HOA that prohibits yard signs, but he would take one and see what happens.
Trustee Kennedy	Absent
Trustee Horne McGee	No Comment

ADJOURNMENT

Trustee Horne McGee moved to adjourn at 8:28 p.m. Trustee Winborn seconded this motion.