

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 26, 2026 (Unapproved)

CALL TO ORDER

President Kristy Cooper called the Regular Meeting to order at 6:32 p.m.

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Adult Services Paraprofessional Grace Clemmensen, Adult Services Librarian Abigail Smith as well as Head of Adult Services Paula Drummond.

APPROVAL OF THE AGENDA

Director Hoenig asked to add New Business C to the agenda. Trustee Maddix moved to approve the agenda and Trustee Kennedy supported this motion.

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW STAFF

Head of Adult Services Paula Drummond introduced Adult Services Librarian Abigail Smith to the Board, and Director Hoenig provided an introduction for Adult Services Paraprofessional Grace Clemmensen.

CONSENT AGENDA

Trustee Tebbens moved to approve consent agenda (July 22, 2026 Regular meeting minutes and July 2026 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

COMMUNICATION

Director Hoenig let the Board know that we were the used as the counting location for absentee ballots for the Charter Township of Superior. She included an email from the Township Clerk Angela Robinson that expressed appreciation for the support. She also pointed to a separate communication about Milan Library no longer collecting fines. This leaves the Dexter District Library as the only library in the county still collecting fines. Director Hoenig closed this section by highlighting the article from Bridge Michigan about StoryWalks, and advised that the Superior location has one currently up and working at Fireman's Park. The StoryWalk is changed quarterly.

COMMITTEE REPORTS

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 26, 2026 (Unapproved)

Facilities Committee – Director Hoenig advised that Phoenix Contractors, Inc., will be sending a crew to clean up the debris and tools from their latest repair job. She also discussed some wooden tables that will go to a local woodworker to be refinished. If the pieces come back in a satisfactory condition then more furniture and wooden items that need repair or refinishing will be sent to them. Also, a limestone slab at Michigan Avenue was loose but a crew came out this week and secured the slab. Director Hoenig also discussed her most recent visit to the Ypsilanti Historic District Commission meeting and expects the masonry samples to arrive soon for final approval of the Southwest corner project at Michigan Avenue.

Friends of the Library – Trustee Leighton let the group know that the next book sale is expected to occur in a couple weeks. He urged his fellow trustees to volunteer and/or bring some individuals who are interested in purchasing some books at a great price. He also advised that there is a new Friend of the Library Board Member.

Strategic Planning Committee – Director Hoenig let the group know that the committee met on August 19th and she shared a print copy of the PowerPoint slides that show the consultants findings to-date, most of which are regarding the survey. The survey closed on August 15th with 564 responses. The strategic planning retreat is scheduled for October 23rd. She polled the Board about who has been contacted for an interview with the consultant and will facilitate that process.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig discussed the Libraries and Lemonade stands that Trustee Tebbens had suggested as a Summer Challenge activity. She let the Board know that a new Security Coordinator was hired. She then pointed out the Fund Balance forecast from the accountant, as well as the second quarter report for the Library Care Coordination grant. She advised she had met with the Ypsilanti Heritage Foundation and she discussed the “home tour” which will include the Michigan Avenue branch on October 4th, 2026. She pointed out that trustee Winborn has volunteered to be a part of that event to provide information about the branch during the tour. Next she provided an update on the Library Plaza and the current usage patterns by people. They have found that during engagement activities more people do come to the plaza and generally things have been more positive. She also advised that better latches were installed on the gates as of today. Director Hoenig then responded to questions from the Board regarding local news stories, fundraising and grant administration.

OLD BUSINESS

None

NEW BUSINESS

- A. Award of HVAC maintenance contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-23

August 26, 2026

RESOLUTION TO AWARD AN HVAC MAINTENANCE CONTRACT

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 26, 2026 (Unapproved)

Whereas, each Ypsilanti District Library facility has a unique and complex heating, ventilating and air conditioning system, and

Whereas, reliable preventive and on-call HVAC system maintenance is important to ensure well-functioning equipment that provides a comfortable and welcoming environment for patron and staff use, and

Whereas, the Library Director solicited proposals from recommended HVAC service firms, and four proposals were received, and

Whereas, following careful analysis of the proposals for suitability, costs, and terms, the GEM Service Comprehensive Plus Plan proposal is recommended by the Library Director and Facilities Manager, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year HVAC maintenance contract for Whittaker Road, Michigan Avenue, and Superior is awarded to GEM Service for a first year total cost of \$108,712.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Horne McGee

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

- B. Consideration of a proposal for an interactive play area for the Michigan Avenue Youth Department

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-24

August 26, 2026

RESOLUTION TO PURCHASE AND INSTALL AN INTERACTIVE PLAY AREA FOR YDL-
MICHIGAN AVENUE

Whereas, the Ypsilanti District Library strives to provide diverse play experiences to help its young patrons learn, and

Whereas, a flexible and engaging interactive play area for the Michigan Avenue Youth Department was put on hold until after the renovation, and

Whereas, staff worked with Library Design Associates to design the attached plan for the play area, and

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 26, 2026 (Unapproved)

Whereas, up to \$50,000 was allocated in the 2025-26 library operating budget for this project, Now
Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Library Design Associates to acquire and install the new play area as proposed for a total cost not-to-exceed of \$47,425.00.

BE IT FURTHER RESOLVED that any portion of this expenditure that remains to be paid in the 2026-27 fiscal year shall be drawn from the Capital Asset Replacement Fund.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Winborn

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

- C. Install a backflow preventer with the new humidification/dehumidification equipment being added to the HVAC system at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2026-25

August 26, 2026

RESOLUTION TO INSTALL A BACKFLOW PREVENTER WITH THE NEW
HUMIDIFICATION/DEHUMIDIFICATION EQUIPMENT BEING ADDED TO THE HVAC
SYSTEM AT MICHIGAN AVENUE

Whereas, the Ypsilanti District Library Board approved Resolution 2026-19, to install humidification/dehumidification equipment at Michigan Avenue, and

Whereas, the contractor noted that a backflow preventer was not included on the engineering firm's plans, but is necessary to protect the domestic water from contamination, and

Whereas, Mende Engineering Solutions is in agreement that this addition is necessary, Now
Therefore,

IT IS RESOLVED that the attached proposal from Campbell, Inc. for installing a backflow preventer is approved for a cost of \$5,614.00.

BE IT FURTHER RESOLVED that the Capital Asset Replacement Fund is to be used for this expense.

OFFERED BY: Trustee Leighton

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 26, 2026 (Unapproved)

SUPPORTED BY: Trustee Tebbens

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Leighton	Asked a follow-up question about fundraising projects on the Library's Donate page, and Director Hoenig explained. He also stated that the Library Care Coordination report was impressive.
Trustee Winborn	Thanked the Library and staff for being so helpful with her genealogy projects.
Trustee Maddix	Thanked Superior Branch manager and her staff for hosting the meeting, and let her know the library continues to look fabulous and believes the staff is doing a fantastic job.
Trustee Tebbens	Discussed his experience at Noise Permit and at the Library Plaza. He also expressed admiration for the recent interviews as part of the Ypsi Farmers & Gardeners Oral History Project, and to hear Jean Winborn as part of those interviews.
Trustee Kennedy	Advised she had a friend who previously lived in Michigan visit from California and she brought a young child with her. They visited the Superior branch and they were both very excited and greatly enjoyed their time spent there. She also spoke about her experience at the recent piano recital on 08/01/2026 at Whittaker and that it was amazing. Thanked Julianne for having a hand in setting that up.
Trustee Horne McGee	No Comment

ADJOURNMENT

Trustee Winborn moved to adjourn at 7:17 p.m. Trustee Kennedy seconded this motion.