### CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:31 p.m.

**Attendance**

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Bethany Kennedy (Washtenaw County, Ypsilanti Township, Michigan), Kristy Cooper (Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (Washtenaw County, Ypsilanti, Michigan) and Brian Steimel (Washtenaw County, Ypsilanti Township, Michigan)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian and IT Manager Scott Ostby

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda. Trustee Maddix supported this motion.

Vote: Ayes: Williams, Winborn, Cooper, Kennedy, Maddix, McGee and Steimel

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Presentation:** 2019 Annual report – Sam Killian, Community Relations Coordinator

### CONSENT AGENDA

Trustee McGee moved to approve the consent agenda (September 23, 2020 Virtual Meeting minutes, and September 2020 Financials and Check Register) Trustee Steimel supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, Kennedy, Cooper, McGee and Steimel

Nays: None

Motion passed.

**COMMITTEE REPORTS**

* Finance Committee:
* Committee met October 21st and reviewed draft budget.
* All in agreement to be flexible with the budget this year due to the circumstances.
* Fundraising committee:
* Washtenaw County Board of Commissioners has allocated $50,000 toward the Superior Capital Campaign. It was mentioned on MLive and on WEMU.
* The library received a grant from Fifth Third Bank to sponsor the flagpole at the new library.
* MCACA approved the library’s New Leaders grant request. The library was awarded $2,800 for 2021 Noise Permit.
* Superior Township Planning:
* The site is looking good.
* Final site plan approval will be at the November Planning Commission meeting.
* Facilities Committee:
* The painting at Michigan is complete. Lisa is really pleased.
* The curtain wall project is continuing at Whittaker.
* Terracon who is working at Whittaker agreed to take a look at Michigan Avenue water leak problems. Lisa asked that they draft a consulting proposal to address water issues and a plan and estimate for fixing these problems.
* Lisa showed video regarding Ion- Based Purification Systems. The board agreed this was necessary and should be done.

**REPORT OF THE LIBRARY DIRECTOR**

In addition to submitted Director’s report, Director Hoenig relayed the following:

* YDL is helping 826Michigan staff its virtual school support program. This has more than doubled its capacity to serve students.
* YDL held a pop-up browsing session in front of Whittaker on 10/11. It was a success, the patrons loved it. The library plans on doing additional sessions.
* Superior began offering curbside 10/26 in addition to its after-hours lockers

**NEW BUSINESS**

1. Review of FY 2021 draft budget
* The Board Finance committee met and would recommend this budget
* Given the current uncertainty of the pandemic the library will need to be flexible and prepared to adapt as necessary.
1. Schedule Public Hearing for FY 2021 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-30

October 28, 2020

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED LIBRARY BUDGET FOR THE 2021 FISCAL YEAR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library’s 2021 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2021 fiscal year will be held at 6:15 p.m. on Wednesday, November 18, 2020. Both the hearing and the Board meeting will be held virtually.

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

1. 2021 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-31

October 28, 2020

RESOLUTION TO ESTABLISH A SCHEDULE OF 2021 HOLIDAYS AND CLOSINGS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2021 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2021 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Brian Steimel

SUPPORTED BY: Patricia Horne McGee

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

1. Consideration of a resolution to purchase two new servers

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-32

October 28, 2020

RESOLUTION TO PURCHASE TWO NEW DELL POWEREDGE SERVERS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, YDL’s current servers are more than 6 years old and critical to the library’s technology services infrastructure, and

Whereas, the Library budgets for regular equipment replacement as needed, and

Whereas, the Information Technology Manager researched options and solicited a quote for the desired servers through the OMNIA contract system, which is itself competitively solicited, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the servers specified on the attached quote be acquired from Insight Public Sector, Inc., for $21,253.88 using funds from the 2019-20 budget.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

1. Discussion of Director evaluation process

**BOARD MEMBER COMMENTS**

|  |  |
| --- | --- |
| **Trustee** | **Comment** |
| Bethany | The YpsiGlow kits were so much fun. I brought them home for the kids. And I had so much fun with them. We went to the mural painting for YpsiGlow too and that was such a great community event a small group. Every month I am impressed with all of the things that are going on. |
| Theresa | YpsiGlow posters at Michigan Avenue looked fantastic at night driving by. Brought a nice glow to not the downtown into the darkness. Other than that, everyone stay safe and stay healthy. |
| Kay | All I can say is thank god for eBooks I don’t know what I would do. Especially since we are coming into winter and I can’t work in the garden. |
| Pat | No comments |
| Kristy | I appreciated Sam Killian’s presentation. I really like the annual report video. |
| Brian | No comments… other than I love the kits. I’ve been taking advantage of picking up some of their kits. They are awesome. I did the YpsiGlow one and Ypsi Writes one. I really appreciate that effort.  |
| Jean | I thank you so much for everything you do to the staff and everybody thank you. I’m so proud to be on this board. |
| Lisa | The MLA conference is going on now. Jodi Krahnke presented. We have 12 staff attending MLA virtual. Sam got his tips for making that video there. We will have a report hopefully next month about all of the things they learned. |

# Adjournment

Trustee Maddix moved to adjourn at 7:43p.m. Trustee McGee seconded this motion.

Vote: Ayes: Williams, Winborn, Maddix, Cooper, Kennedy, McGee and Steimel

Nays: None

Motion passed.