

Ypsilanti District Library
Board of Trustees Meeting Minutes, October 23, 2024
(Approved November 20, 2024)

CALL TO ORDER

Vice-President Terrence Williams called the Regular Meeting to order at 6:32 p.m.

ATTENDANCE

Trustees Present: Kristy Cooper, Patricia Horne McGee, Theresa M. Maddix, Brian Steimel, and Terrence Williams formed a quorum. Bethany Kennedy and Jean Winborn were absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Michigan Avenue Branch Manager Joy Cichewicz.

APPROVAL OF THE AGENDA

Director Hoenig requested to add New Business – G Michigan Avenue Driveway to the agenda. Trustee Brian Steimel moved to approve the agenda and Trustee Horne McGee supported this motion.

Vote: Ayes: 5
Nays: 0
Motion: Passed
Absent: 2

PUBLIC COMMENT

None

CONSENT AGENDA

Trustee Maddix moved to approve consent agenda (September 25, 2024 Regular meeting minutes and September 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

Vote: Ayes: 5
Nays: 0
Motion: Passed
Absent: 2

COMMUNICATION

Director Hoenig briefly overviewed the DTE Energy Retro-Commissioning Program, where two possible efficiencies were found and implemented. After an engineering review both of these efficiencies were determined to have provided a positive impact to the HVAC system and resulted in energy savings. She also outlined the additional customer rebates provided by DTE for completing this program. Director Hoenig also highlighted the MLive Media Group article regarding downtown Ypsilanti as she believed it would enhance the Board's discussion. Finally, she pointed to a recent press release from the Governor's office which talks about new legislation that will implement programs that focus on the science of reading.

COMMITTEE REPORTS

Finance – Director Hoenig advised that the group met last week and inquired if any of the Finance Committee members would like to comment or wait until New Business A. Trustee Maddix responded that she thought it would be appropriate to wait until New Business A, although she did wish to comment on how helpful it was to have written explanations beside the line items and dollar numbers.

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Facilities – Director Hoenig reviewed the completion of two more resolution directed projects. The Whittaker Youth area glass was completed with insurance dollars, though a resolution had been passed as it was unclear if the insurance claim would be accepted. The new play area at Superior Branch was also completed and it is outstanding. The children are loving it and the area looks like it belongs there. Director Hoenig also mentioned the Superior staff keypad which had not been operating correctly was removed and replaced. There was a broken spindle in the damaged keypad.

Michigan Avenue Building Committee – Director Hoenig advised she had a conversation with the construction attorney who then spoke with the owner of the company. Since that time improvements have been observed. She then reported on the meeting held this morning, October 23, 2024, where it was discovered that the millwork being placed in the basement was the wrong color. The correct color is available, so this should be remedied quickly. She also discussed the incoming delivery of furniture, shelving and books, as well as the installation of lighting above the stack areas. Once complete the shelving may go up and the books will fill in the shelving. She also advised that the tiling was going in the front lobby and it looks fabulous. The vestibule and the new store front, which the Building Committee approved, is still the hold-up with the schedule, as it is still unknown how long it will take to complete these two items. She shared photos from the contractor of the vestibule as it was receiving repairs at the shop. Director Hoenig then briefly discussed the new checkerboards that were received with the assistance of a donor and provided before-and-after pictures of the finished product. She also provided details regarding the frieze in the lobby, as the decorative painter had discovered the plaster was wet. Upon inspection of the roof seal between the limestone and gutter, it was determined the mitigation efforts completed last summer were not properly executed and the original contractor returned to enact proper repairs. Then an engineer from Terracon Consultants, Inc., who had specified that repair, reviewed the area and advised in a preliminary report that there may be an additional issue regarding the parapet. Director Hoenig is awaiting his final report, but advised that there will likely be additional water-testing to ensure a working stormwater system. Director Hoenig closed her report by answering a couple questions from the Board.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig spoke about the art selection process for the Superior Branch and had one of the three new pieces on display for the board to view. She then discussed the most recent exhibit, “Through Darkness to Light: Photographs Along the Underground Railroad”, that ran from September 1 through October 20, 2024. The exhibit programming was very well received and the number of engagements high in comparison to previous exhibits. Director Hoenig praised Assistant Director Julianne Smith and her team for putting together the terrific slate of events. Director Hoenig mentioned that the last tree will be installed in the Whittaker landscaping on Friday, October 25, 2024, and the sidewalk project will be complete. Finally, she reported to the Board an incident at the Whittaker Branch involving a group of teens who were poorly behaved and damaged library property before leaving once police had been contacted for assistance. She closed by pointing out the quarterly Fund Balance forecast, which she wanted the Board to see in conjunction with the draft budget.

OLD BUSINESS

None

NEW BUSINESS

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A. Review draft FY2024-25 budget

Director Hoenig provided an overview of the draft FY2024-25 budget as well as the discussions held with the Finance Committee which met the previous week. She advised that the proposed budget has significantly more Capital Improvement projects this year versus the previous fiscal year budget. She reviewed some of the suggestions and improvements the Finance Committee requested be worked into this draft. She discussed some of the factors that will have an impact on this year's budget, including state laws that impact payroll, health care and utility increases, as well as collective bargaining. Director Hoenig discussed the two items she would like to do for Capital Improvements, which would be a reworking of the café area at Whittaker into a seating space with vending machines, and remaking the story-time room into a multi-purpose room as Youth staff have requested. Director Hoenig responded to Trustee questions regarding the proposed budget, and advised there will be a few more tweaks to the budget before the Board looks at the final version next month.

B. Schedule public hearing for FY2024-25 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-29

October 23, 2024

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2025 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 2025 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 2024 fiscal year will be held at 6:15 p.m. on Wednesday, November 20, 2024.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Steimel

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0 Passed

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C. 2025 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-30

October 23, 2024

RESOLUTION TO ESTABLISH A SCHEDULE OF 2025 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 2025 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2025 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Horne McGee

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0 Passed

D. Downtown security discussion

Director Hoenig overviewed our current building monitor operations and lessons learned from security incidents collected during Michigan Avenue's closure as well as system improvements related to security. The Trustees provided their experiences and perspectives regarding the downtown branch, expected usage and current obstacles. A robust discussion was held among the group ranging over a broad area of topics, including City and County policies and departments, outside interest groups, businesses and stakeholders interested in downtown Ypsilanti. Michigan Avenue Branch Manager Joy Cichewicz provided the group with detailed examples and in-depth information about experiences and situations as well as the needs of people who access and use the Library and Plaza. The group brainstormed ideas and mitigation strategies with an intent to continue discussions in the future.

E. Review of strategic plan goals and consideration of proposed 1-year extension

Director Hoenig pointed to the Strategic Plan included in the Board Packet as well as her summary of the strategic plan goals and what items she would like to follow-through with and complete in this new time-frame. The Michigan Avenue repair/renovation project was unexpected, required much focus, and delayed progress on our plan's goals. She responded to questions from the Board and advised she'd like to propose a resolution at the next meeting to solidify the extension.

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F. Director evaluation discussion

The Trustees discussed the process and the details of how they will create and compile the evaluation. Director Hoenig requested her evaluation be held in closed session.

G. Michigan Avenue Driveway

Director Hoenig discussed and provided pictures showing the current state of the Michigan Avenue Branch Library’s concrete driveway. She advised she’d like to discuss the potential repair job with a vendor already scheduled to perform work on the plaza at that location. She requested that the Board allow her to request this work be performed through an approval with the Michigan Avenue Building Committee once she is able to secure a quote, if the cost is above her current threshold for authorizing repairs. After a brief discussion the Board agreed to this course of action.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Provided a shout-out to the Senior Advisory Group and Susana Adame-Goff for their work at events and ability to provide quality, in-demand and interesting programming for seniors.
Trustee Winborn	Absent
Trustee Maddix	Wanted to echo the sentiments of praise for Assistant Director Julianne Smith and her team for the fantastic exhibition, “Through Darkness to Light: Photographs Along the Underground Railroad”, that she sourced and supported. The structure of the programming and the content was phenomenal.
Trustee Williams	Stated he will miss working on the Board when his term is over. He advised this was a great experience for him and he will miss the people and work, but he will stay active.
Trustee Kennedy	Absent
Trustee Horne McGee	No Comment

ADJOURNMENT

Trustee Horne McGee moved to adjourn at 8:06 p.m. Trustee Maddix seconded this motion.