

Ypsilanti District Library  
Board of Trustees Meeting Minutes, November 20, 2024  
(Approved January 22, 2025)

**CALL TO ORDER**

President Bethany Kennedy called the Regular Meeting to order at 6:30 p.m.

**ATTENDANCE**

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Building Monitor Paul White, and Business Office Manager Andrew Hamilton.

**APPROVAL OF THE AGENDA**

Trustee Maddix moved to place Board Member Comments before New Business F on the agenda. Trustee Winborn moved to approve the agenda as amended, and Trustee Steimel supported this motion.

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

**PUBLIC COMMENT**

Chris Tebbens discussed attending the Rolling Hills Event with seed gathering. He really enjoyed getting out there with the library and enjoying nature and is looking forward to the seeds being used in our seed bank. He was also very excited to see that the library had moved to Bluesky for social media engagement.

**INTRODUCTION OF NEW STAFF**

Director Hoenig introduced Building Monitor Paul White, the newest member of the Ypsilanti District Library staff. Mr. White also addressed the board and detailed he and his family's history of engagement with the library as patrons and his excitement to be performing his duties as an employee.

**CONSENT AGENDA**

Trustee Winborn moved to approve consent agenda (October 23, 2024 Regular meeting minutes and October 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

**COMMUNICATION**

Director Hoenig detailed an award notification from Michigan Humanities for the continued funding of the Ypsilanti Farmers & Gardeners Oral History Project. She also briefly outlined a letter from ITC in regards to upcoming work for an electric transmission line located adjacent to the library property. ITC does not anticipate this affecting the library's electric supply. Director Hoenig also described a call she

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received from OHM, who advised they will be working on Veterans Memorial Drive between the library's parking lot and South Huron River Drive. The entrance from South Huron River Drive is expected to be closed intermittently beginning on Saturday, November 23, 2024, for some road and watermain work through the Thanksgiving Holiday weekend. To close, she pointed out the MLA news release about the Freedom to Read legislation introduced in the Michigan House.

**COMMITTEE REPORTS**

Friends of the Library – Trustee Steimel updated the Board on the most recent activity. He advised the group is now paying their quarterly sales tax online, which was a big change for them. Their big, two-day Holiday Sale is this weekend, starting Saturday, November 23, from 11am-5pm and Sunday, November 24, from 1-4pm. He also detailed how the organization is ready to set-up the online sales after investing over \$700.00 on new computer equipment to support the technology to facilitate the sales. He advised that the group is especially seeking donations of Children's Picture Books as this is currently the hot item. Trustee Steimel discussed the consistent store hours and the volunteers who are stepping up to make these hours a reality. He also mentioned that the terms of service for three Board members is set to expire, but he believes all three plan to stay for another term. Finally, he advised that the organization is looking at creating a newsletter for members as well as utilizing Facebook advertising in the future.

Facilities – Director Hoenig detailed the recently completed concrete work performed at Michigan Avenue where new slabs were poured for the parking lot entrance. She advised that the vendor believes that due to the lower temperatures it would be advisable to keep the entrance closed through the weekend to allow additional time for the concrete to cure. She then followed up on a recent water intrusion first identified by the wet plaster located at the interior foyer area. Terracon produced an initial report which was included in the board packet, however there is no clear recommendation to resolve the issue. Director Hoenig believes there will be more communication with the architect, engineer and vendors to determine a next course of action, which may include more water infiltration testing. She will keep the Board advised of the situation.

Michigan Avenue Building Committee – Director Hoenig advised the committee approved the concrete work at the parking lot, as well as to expect a couple more change orders soon.

**REPORT OF THE LIBRARY DIRECTOR**

Director Hoenig discussed how excited the Michigan Avenue staff is to be back inside the downtown location. The basement is currently a maze of boxes as the unpacking continues and staff return the building's contents back where they belong. At Whittaker Road the storage lockers arrived four weeks early and the cabling vendor completed the work for this late last week. Once the electrical work is complete the lockers will be ready to be used. Director Hoenig responded to Trustee Steimel's question regarding dashboard statistics involving program attendance. She highlighted the TALK Grant final report and her hope and belief that the program has success nationally.

**OLD BUSINESS**

- A. Consideration of a one-year extension to the YDL strategic plan

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RESOLUTION NO. 2024-31

November 20, 2024

RESOLUTION TO EXTEND THE STRATEGIC PLAN TIMELINE BY ONE YEAR

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Whereas the Ypsilanti District Library Board of Trustees adopted a three-year Strategic Plan on March 22, 2023; and

Whereas a catastrophic flood at YDL-Michigan Avenue in July 2023 and subsequent construction project were unexpected and time-consuming; and

Whereas significant progress has been made toward plan goals, but a number of them require more time to be fully realized; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library Strategic Plan originally adopted in March 2023 is extended by one year. The new target date for completion is March 1, 2027.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

**NEW BUSINESS**

- A. Consider approval of FY2024-25 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-32

November 20, 2024

RESOLUTION TO ADOPT THE 2024-25 LIBRARY OPERATING BUDGET  
AND SET THE MILLAGE RATE

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Whereas the Ypsilanti District Library Board of Trustees is required to adopt an annual budget prior to the December 1 start of each fiscal year, and

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Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2024-25 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4457 mills.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

B. Amendment of FY2024-25 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-33

November 20, 2024

RESOLUTION TO AMEND THE 2023-24 BUDGET TO REFLECT PROJECTED YEAR-END  
SPENDING

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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, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2024 be amended as presented.

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OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

- C. Consideration of a proposal to engage Daniels & Zermack Architects for 2025 Whittaker Road improvement projects

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-34

November 20, 2024

RESOLUTION TO CONTRACT WITH DANIELS AND ZERMACK ARCHITECTS FOR  
PLANNED RENOVATIONS AT WHITTAKER ROAD

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Whereas, the Ypsilanti District Library plans to renovate the Story Room and the Café space at the Whittaker Road library in 2025, and

Whereas, library administration wishes to have a trusted and experienced architect leading these projects, and

Whereas, Dan Whisler of Daniels & Zermack Architects was the principal architect for YDL-Whittaker, YDL-Superior, and numerous other successful projects for the Ypsilanti District Library, and

Whereas, two proposals from Daniels & Zermack have been presented for the Board's consideration for architectural design services for the Story Room and Café projects, and

Whereas, up to \$115,000 was allocated in the 2024-25 library operating budget for architectural services related to these projects, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Daniels & Zermack Architects for services related to the design and renovation of the YDL-Whittaker Story Room and Café space for a total cost not to exceed \$115,000.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

Trustee Winborn followed this resolution with a motion to appoint a Building Committee to discuss and authorize decisions for the Whittaker improvement project. This motion was

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seconded by Trustee Steimel. The Board appointed Trustee Winborn and Trustee Steimel to the committee with Trustee Kennedy as Ex-Officio.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

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

D. State of Michigan Public Act 152 (80/20 health care split affirmation)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2024-35

November 20, 2024

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH CARE  
SPLIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2025, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Horne McGee

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

E. Scheduling of 2025 annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-36

November 20, 2024

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2025

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2025 shall be held at 6:30 p.m. on Wednesday, January 22<sup>nd</sup>.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Wanted to thank everyone for another great year. Good job!
Trustee Winborn	Would like to thank everyone for a great year. A special shout-out to the library staff for setting up and hosting the Underground Railroad programming events for "Through Darkness to Light".
Trustee Maddix	Would like to congratulate her colleagues on their reelection as well as the newest member who won his election to the Board.
Trustee Williams	Absent
Trustee Kennedy	Has been a very eventful year and glad to work with everyone on the Board, wanted to welcome the newest Board member, as well as thank everyone on the library staff for their work. The library is a wonderful fixture in the community and the staff work very hard to make it that way.
Trustee Horne McGee	Wanted to welcome the newest Board member, thank the rest of the trustees for continuing, and is looking forward to working with everyone next year.

F. Closed session for Director evaluation

Trustee Winborn motioned to move into a closed session for Director evaluation at 7:21pm. Trustee Horne McGee seconded this motion. Trustee Horne McGee moved to end the closed session at 8:30pm, and Trustee Winborn seconded this motion.

Now back in open session, Trustee Winborn made a motion to approve a 2% increase to the salary for Director Hoenig for the 2024-2025 fiscal year effective December 1, 2024. Trustee Steimel seconded this motion.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

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

**ADJOURNMENT**

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Trustee Horne McGee moved to adjourn at 8:32 p.m. Trustee Steimel seconded this motion.

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