

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 26, 2025 (Unapproved)

CALL TO ORDER

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

ATTENDANCE

Trustees Present: Bethany Kennedy, Patricia Horne McGee, Teresa M. Maddix, Brian Steimel, Jean Winborn, and Chris Tebbens formed a quorum. Kristy Cooper was absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Michigan Avenue Branch Manager Katie Dover-Taylor, as well as Joe Verlin, CPA, CGFM, Gabridge & Co. (via Zoom).

APPROVAL OF THE AGENDA

Trustee Winborn moved to add a document for the board to consider as New Business D. Trustee Maddix moved to approve the agenda as amended and Trustee Steimel supported this motion.

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

PUBLIC COMMENT

None

INTRODUCTION OF NEW STAFF

Director Hoenig introduced the new Branch Manager for Michigan Avenue, Katie Dover-Taylor, to the trustees. Ms. Dover-Taylor addressed the group and expressed her excitement to re-open the branch back up to the community she is a part of.

PRESENTATION OF 2024 FISCAL YEAR AUDIT

Joe Verlin, CPA, CGFM, provided an overview of the audit for the fiscal year 2024. He explained the methodology used to perform an audit level of accuracy verification and how the Ypsilanti District Library received the highest level of verification. He outlined the financial highlights and trends, the current net position, the levels of reserves, as well as significant notes to the financial statement. He closed by answering questions from the Board.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (January 22, 2025 Regular meeting minutes and January 2025 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

COMMUNICATION

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Director Hoenig included an article from The Ann Arbor News that discusses the library's upcoming social work program.

COMMITTEE REPORTS

Facilities – Director Hoenig updated the Board on the release of the bid package for the Whittaker Road improvements for the Café and Story Room. Bids are welcome through March 13th, 2025. She also updated the group on the ongoing renovations at the Michigan Avenue branch. The new front door has been installed and the vestibule pieces are in the building. Director Hoenig went over the last expected steps once the vestibule is complete. She responded to questions from the Board regarding the vestibule and punch list.

Friends of the Library - Trustee Steimel provided details on the Annual Meeting of the group, along with the January and February 2025 meetings. He stated the January sale was the third largest sale by revenue since the group began, with \$3,096.00 in sales. He advised the next sale is the first weekend in May. He also mentioned that the group has created a checklist for sale procedures and that with over 40 volunteers supporting the shop's regular hours the location is open all week. He closed with information about the current number of members as well as answering questions from the Board.

Fundraising – Director Hoenig detailed information from the 2023 Annual Report. Last year we received 55 donations with that mailing, with an overall gross revenue of \$8,472.00. The average gift was \$154.00 and after expenses the net revenue was \$6,713.00 from 729 items with a return rate of 4.8%.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig filled in the Board on the many issues revolving around the Earned Sick Time Act that became effective February 21, 2025. She also let the Board know about the payroll processor we currently utilize dropping our plan and the need to migrate to a new product, perhaps by October 1st. She mentioned the finalization of the hiring of a new Youth Paraprofessional for the Whittaker Youth Department and the needs her hiring will meet. Director Hoenig detailed the migration of events, room bookings and digital displays from the Communico product we were previously using to the new ILS' Vega Platform. Finally, the Director outlined the meeting she had with the Augusta Township Trustee to discuss Michigan public library funding and she thanked Trustee Winborn for joining her in that discussion.

OLD BUSINESS

- A. Committee appointments - President Bethany Kennedy advised the Committee Appointments are assigned as shown in the packet for the current year. After a brief discussion committee assignments were made official for the current year. Brian Steimel will continue his role as Friends of the Library liaison.

NEW BUSINESS

- A. Acceptance of FY 2023-2024 Audit

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-5

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RESOLUTION TO ACCEPT THE FISCAL YEAR 2024 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2024 as presented are accepted.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

B. Resolution to designate fund balance for capital improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-6

February 26, 2025

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to offering facilities where all feel welcome and secure, and uses the Capital Projects Fund to maintain them, and

Whereas, additional capital project expenses are anticipated in 2025, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$700,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Steimel

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

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C. Resolution to honor Joy Cichewicz

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-7

February 26, 2025

RESOLUTION TO HONOR AND THANK ELIZABETH JOY CICHEWICZ
FOR MORE THAN SIXTEEN YEARS OF DEDICATED SERVICE

WHEREAS, Elizabeth Joy Cichewicz has served the Ypsilanti District Library for more than sixteen years as Michigan Avenue Branch Manager, and

WHEREAS, in addition to her library science degree, she also came on board with a working knowledge of social work principles and genuine compassion for underserved patrons downtown, and

WHEREAS, Joy built a valued network of Ypsilanti social service agencies, government officials, and businesses to improve and promote library services to all residents, and

WHEREAS, over the years she built up Michigan Avenue's programming to include innovative and cherished events such as Country in the City, Halloween Downtown, and the annual Christmas Tree Lighting, and

WHEREAS, she worked with all ages on a wide array of creative projects, notably the grant-funded Ezra Jack Keats mosaics that grace the walls of the youth department, and

WHEREAS, Joy is now stepping away to spend more time with her husband, Ricky, her children and grandchildren, gardening, traveling, and doing other things she loves,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board wishes to thank Elizabeth Joy Cichewicz for the excellent dedicated service she has provided for our community, and

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that she enjoys all the joys of retirement in good health.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Horne McGee

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

D. Document for Review provided by Jean Winborn

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Trustee Winborn provided a document for the Board to review.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Absent
Trustee Steimel	Detailed his work with Michigan Avenue for programming with a puppet show on March 22, 2025, and invited the trustees to the event. He also outlined the art exhibit at Eastern Michigan University and invited the trustees to visit.
Trustee Winborn	Spoke about how she celebrated at Joy Cichewicz's retirement party and outlined some of the highlights of working with Joy throughout the years.
Trustee Maddix	Advised she is very excited for the re-opening of Michigan Avenue and how the library looks so much different – for the better – from before the flooding event. She also welcomed the new branch manager of Michigan Avenue, Katie Dover-Taylor.
Trustee Tebbens	Detailed how he attended the Barbara McQuade event as well as how people he knows have enjoyed using the seed library recently.
Trustee Kennedy	Stated her thankfulness for the library system and provided an example of how the library and staff provide resources.
Trustee Horne McGee	No comment

ADJOURNMENT

Trustee Winborn moved to adjourn at 7:42 p.m. Trustee Tebbens seconded this motion.

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