

Ypsilanti District Library
Board of Trustees Meeting Minutes, January 22, 2025
(Approved February 26, 2025)

CALL TO ORDER

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

ATTENDANCE

Trustees Present: Bethany Kennedy, Teresa M. Maddix, Brian Steimel, Jean Winborn, and Chris Tebbens formed a quorum. Patricia Horne McGee was absent. Kristy Cooper arrived at 6:33pm.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Dan Whisler of Daniels & Zermack Architects.

NEW TRUSTEE SWEARING-IN

Chris Tebbens was sworn in as a Trustee.

APPROVAL OF THE AGENDA

Trustee Winborn moved to approve the agenda and Trustee Steimel supported this motion.

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

PUBLIC COMMENT

Laresha Thornton, Ypsilanti Township Trustee, offered congratulations to Chris Tebbens on obtaining his seat on the Board. She also advised the Board she looked forward to working with them over the next four years.

Malik McCullough offered words of congratulations and support to Chris Tebbens.

Erika Tebbens also offered words of congratulations and support to Chris Tebbens. She spoke about his choice to canvas for the seat, as well as the experiences he had while doing so. She closed by stating her gratitude at having an amazing library system and the ability for us all to be a part of it.

ANNUAL MEETING

Election of Officers:

President Kennedy opened the floor for the nominations of officers. Director Hoenig advised of the need to elect all four officers as this is an annual task. She also stated the current Treasurer is term-limited and the previous Vice President is no longer a Board member. President Kennedy asked if there were any interested individuals in any particular order who are willing to serve. Chris Tebbens volunteered for the Treasurer's office, and President Kennedy confirmed there were no challengers. Trustee Steimel asked President Kennedy if she was willing to serve again, and she was amiable to that as long as there were no challengers. There were none. Trustee Winborn inquired of Trustee Cooper if she like to run for the Vice President's office, and she advised she would be willing but she wished to serve her second term as Secretary. Trustee Maddix asked Trustee Steimel if he was interested in the Vice-President's office, and he was willing to serve.

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President Kennedy then advised the slate of nominations for the positions would be as follows, unless there were any challengers:

President – Bethany Kennedy
Vice-President – Brian Steimel
Treasurer – Chris Tebbens
Secretary – Kristy Cooper

Trustee Winborn moved to elect the officers via the slate for the 2025 Board Positions, and Trustee Steimel seconded this motion.

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

APPROVAL OF 2025 BOARD MEETING DATES

Trustee Cooper moved to approve the 2025 Schedule of Library Board Meetings. Trustee Winborn seconded this motion. Notice enclosed.

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

YDL 2025 BOARD COMMITTEES

Trustee Winborn moved to table the 2025 Committee Appointments until the February Board Meeting. Trustee Maddix supported this motion.

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

PRESENTATION

Dan Whisler of Daniels & Zermack Architects provided a presentation on the proposed Whittaker Road Renovation project designs. Dan showed the Board conceptual drawings and possible features, materials and furnishings for the two proposed project renovations of the café space as well as the story time room. Trustees asked questions of Mr. Whisler concerning the timeline of construction, disturbance to operations, as well as security enhancements of the renovations.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (November 20, 2024 Budget Hearing and Regular meeting minutes and November and December 2024 Financials and Check Registers). Trustee Maddix supported this motion.

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

COMMUNICATION

Director Hoenig reviewed the award letter for the Washtenaw County Community Mental Health grant with the Board. She stated she has since signed off on the actual contract but that we are currently waiting on the counter-signed document to be delivered any day. She also briefly discussed the retirement of the Ypsilanti Chief of Police as well as the goals of the Senior Millage for Washtenaw County. Finally, Director Hoenig addressed the sudden passing of former Washtenaw County Treasurer Catherine McClary.

COMMITTEE REPORTS

Facilities Committee – Director Hoenig advised most of the resolutions are briefly paused due to the winter season. However, the resolutions with current activity are mostly at Michigan Avenue and dealing with the construction and remediation of that space. She detailed some of the obstacles left to complete construction at Michigan Avenue, such as the vestibule. The Director and Trustees discussed at length the current obstacles that remain before the location may reopen to the public, as well as the processes and learning experiences from this specific project.

Fundraising Committee – Director Hoenig will bring information regarding last year’s annual report mailing to the next Board meeting.

Friends of the Library – Trustee Steimel advised that the annual and regular meeting is scheduled for Monday, January 27, 2025, at 4pm. He stated that all members are welcomed and encouraged to attend.

Michigan Avenue Building Committee – see Facilities Committee report above.

Whittaker Renovations Committee – Director Hoenig reiterated from her January 15, 2025, memo found later in this packet that the Committee approved a proposal to engage O’Neal Construction for the construction management services and the estimated general conditions cost for the projects. She looks forward to working with O’Neal again.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig spoke about the current state of excitement in regards to the newly awarded social work grant. The job opening for the LMSW has been posted and it has already received numerous qualified applications. She also detailed the activities of our two EMU Social Work Student Interns, including give-away kits for patrons in need, sourced from the grant they were awarded. She also highlighted the flyer created by the two interns advertising the services. Director Hoenig briefly discussed the completion of the audit fieldwork with YDL’s new auditing firm, Gabridge & Co., and expressed her interest in seeing the audit presentation next month with the Board. She also noted that the top candidate for the Michigan Avenue Branch Manager position has been identified and offered the position. The expectation is to complete her on-boarding in early-February. Director Hoenig also mentioned that the Superior Branch Manager, Mary Garboden, has turned in her resignation letter after

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17 years. She expressed sadness in seeing Mary leave, but that we are very grateful for all her work during the construction and launch of the Superior location. Director Hoenig advised the Board that the library has been approached by Washtenaw ISD and Superior Parks & Recreation in regards to the grant awarded Washtenaw ISD to build a StoryWalk. The plan is to build this along the existing walking circuit at Fireman’s Park. The grant will pay for the installation, and the library would pay for the books that complete the project. Director Hoenig then advised the Board on the current state of affairs with the DTE claim. DTE has refused to settle and the litigation will move into the discovery phase. DTE has retained outside counsel, and both legal representations have agreed to a set of steps with a time-bound process. Director Hoenig then discussed a recent interaction with an elected Augusta Township Trustee who is wondering if the Ypsilanti District Library would sign-up for the MLibrary Card program. Director Hoenig discussed the obstacles to proceeding but offered to discuss options with the Augusta Township trustee. Director Hoenig inquired if one or more of the Board members would join her in meeting with this Augusta Township Trustee in the future, and Trustee Winborn agreed to do so. Director Hoenig briefly mentioned the update to the library acronyms, as well as the quarterly report for the strategic plan and a quarterly report for the Fund Balance forecast. She advised that the Board will be evaluating and voting on an assignment of a portion of that Fund Balance to Capital Improvement in the near future. Director Hoenig also brought up the recent changes to the statistical dashboard and the addition of a comparison between time periods. In response to an inquiry from Trustee Steimel regarding statistics and their presentation, Assistant Director Smith closed the Director’s Report by providing an overview of LibraryIQ. She advised that LibraryIQ is an analytics platform that will deliver easy-to-use and insightful analyzations of various data points. As this product was recently authorized and purchased, a full year’s worth of data needs to be uploaded, but that by November 2025 the Board should have these reports and comparisons.

OLD BUSINESS

None

NEW BUSINESS

- A. Resolutions to authorize new signers for YDL with financial institutions

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-2

January 22, 2025

RESOLUTION TO AUTHORIZE PERSONS TO SIGN CHECKS AND OTHER FINANCIAL INSTRUMENTS WITH FINANCIAL INSTITUTIONS

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig

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2. YDL Board of Trustees Treasurer: Chris Tebbens
3. YDL Board of Trustees President: Bethany Kennedy
4. YDL Board of Trustees Secretary: Kristy Cooper

Two signatures are required for any financial transaction. Signature may be by facsimile. This resolution supersedes any previous such resolution.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

Trustee Steimel moved to accept Resolution 2025-3 Bank of Ann Arbors' Resolution of Lodge, Association or Other Similar Organization signature changes as written in the form. Trustee Winborn seconded this motion. (Resolution 2025-3 appended at the end of the minutes.)

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

- B. Approval of not-to-exceed budget for 2025 Whittaker Road renovation projects

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-4

January 22, 2025

RESOLUTION TO APPROVE A NOT-TO-EXCEED BUDGET FOR PLANNED
RENOVATIONS AT WHITTAKER ROAD

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

Whereas, Daniels & Zermack Architects and O'Neal Construction have been engaged to work on these projects, and

Whereas, the Architect has provided a preliminary budget estimate, and

Whereas, the desire to complete the Story Room renovation prior to the Summer Challenge demands a very tight timeline for finalizing design documents and soliciting and awarding bids, and

Whereas, it is recommended a not-to-exceed budget be approved at this time in order to keep to the schedule outlined, Now Therefore,

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THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to approve using Capital Asset Replacement Fund monies in an amount not to exceed \$628,923 for renovations to the YDL-Whittaker Café space and Story Room.

OFFERED BY: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	She is excited for the new Michigan Avenue Branch Manager to be onboarded and thinks she will be fantastic for Michigan Avenue.
Trustee Steimel	He said he took advantage of the "Family History Scanning" program and he felt they did a wonderful job. He really appreciates all the programs that the library offers.
Trustee Winborn	She thanked the library staff for doing a wonderful job. She also expressed how much she will miss both Mary and Joy after their departure.
Trustee Maddix	She stated she will miss Mary and hopes she will still stay involved with the library as a patron. She also appreciates the lead time Mary is allowing the library to find a new leader for that branch. She also wanted to thank Toyota for renewing the STEM grant, as it really enriches our programs and helps us continue to be the leaders in providing quality STEM programming.
Trustee Tebbens	He spoke about how happy to join the Board and thank you to his fellow trustees for welcoming him. Thanked Director Hoenig for the orientation day. He felt it was great to receive so much history about the various areas as well as to meet the staff at the different branches. He is looking forward to this year.
Trustee Kennedy	No Comment
Trustee Horne McGee	Absent

ADJOURNMENT

Trustee Winborn moved to adjourn at 7:41 p.m. Trustee Tebbens seconded this motion.

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