

Lyon Township Library Board Minutes  
April 30, 2019

1. Call to Order at 7:00 p.m. by Library Board President Alice FitzGerald.
2. Roll Call: Board Members present were Cheryl Chuck, Ed Coles, Amy Deeds, and Alice FitzGerald, and Don Gehrlein. Library Director Holly Teasdle and Recording Secretary Pam Quackenbush were also present. Sheri Rogge was excused.
3. Approval of the Consent Agenda: Motion by Coles and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: None
5. Approval of the Agenda: Motion by Deeds and second by Gehrlein to approve the Agenda as amended. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:  
Lyon Township Board Meeting: Trustees Deeds and Chuck attended  
Friends of the Library Accessories Bazaar May 3 & 4  
Friends of the Library Books Sale May 16-19
8. New Business
  - a. Marketing and Outreach: Director Teasdle informed the board that our Program and Marketing Coordinator Michelle Fields will be retiring as of the end of May. Her position was part-time, and Director Teasdle suggested replacing her with a full-time Adult Services/Outreach librarian. The board agreed it would be good to move in that direction. Director Teasdle will have the job description and financial information ready for the May Library Board meeting.
  - b. 2019 Youth Services Annual Report: Youth Librarian Jocelyn Levin presented her 2018 Annual Report and a look at what is coming in 2019. Motion by Chuck and second by Gehrlein to accept the 2019 Youth Services Annual Report as presented. The motion passed unanimously.
9. Old Business
  - a. Fine Free Library: Director Teasdle outlined the path to going fine-free by June 1<sup>st</sup>. We need to have our policies changed and ready to vote on by the May meeting. We will need to coordinate with TLN and have our marketing materials ready.

- b. Strategic Plan Update: The consultants had a working draft ready and the last meeting was to fill in any blanks. They asked for short biographies from the staff and board. Director Teasdle will work with them with making financial projections and for other finishing touches.
  - c. Capital Improvements Update: Director Teasdle reported that the youth services closet is finished. The shelving structure in the library is up, but we are still waiting for some shelves to arrive before we can finish. More endcap shelving has been ordered.
10. Board Study: Director Teasdle reviewed with the board the following study items:
- a. LTPL Trustee By-laws
  - b. Library Privacy Act 455 of 1982
11. Items removed from Consent Agenda for action or discussion: none
12. Trustee Comments:
- Trustee Gehrlein remarked that he though Jocelyn Levin's presentation was wonderful.
- Trustee Coles also remarked that he is impressed with Jocelyn.
- Trustee Chuck informed the board that she will volunteer on the Kite Festival committee on behalf of the library, and will also volunteer at Family Fun Day.
- Trustee Deeds also praised Jocelyn and likes the 5<sup>th</sup> grade library card drive.
13. Adjourn Meeting: Motion by Chuck and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:04 p.m.

Respectfully Submitted,  
Pam Quackenbush, Recording Secretary