

Lyon Township Library Board Minutes  
May 28, 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, Don Gehrlein, and Sherri Rogge. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush were also present.
3. Approval of the Consent Agenda: Motion by Gehrlein and second by Rogge 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: No board members attended  
Need Volunteers for Science-palooza June 8  
Friends of the Library Books Sale May 16-19  
Promotional materials for Summer Reading
8. New Business
  - a. Library Policy and Procedure Manual & Employee Handbook Review: Library lawyer Anne Seurnyck has advised the board that it has been ten years since our policies have been updated, and it is time to have her firm look over our library policies and recommend new or updated policies that comply with current law. The board can then customize them as needed. For the year 2020 budgeting purposes, this will cost approximately \$10,000. No action is needed at this time.
  - b. Quinn Evans Architects Proposed Workshops: Director Teasdale spoke with Ann Dilcher from Quinn Evans Architects about updating the needs assessment that was done before our last millage and bond campaign. They decided that the only thing that has changed since the last needs assessment was that our population has grown, so there is no need for a completely new assessment. Ann Dilcher submitted a proposal to update the existing needs assessment, including three workshops with the board in September, October, and November. She suggested that this time we add photos and

examples of similarly sized libraries to help people visualize what they would be getting in their new library. The quote was \$13,8000.00 for a revised site and building planning diagrams and a summary cost opinion for the construction of the building. Motion by Rogge and second by Coles to accept the proposal from Quinn Evans Architects for \$13,800.00 for revising the 2016 Library Needs Assessment.

Roll Call: Chuck - aye, Coles - aye, Deeds - aye, FitzGerald - aye, Gehrlein - aye, Rogge – aye. The motion passed unanimously.

9. Old Business

a. Strategic Plan Presentation by Becky Davenport and Al Herbach of Strategiz: Al and Becky presented the LTPL Strategic Plan. The board will have one week to give any revisions and corrections to Director Teasdale to compile and submit to Strategiz.

b. Fine Free Library:

i. Circulation Policy: The LTPL circulation Policy was revised to reflect the fine free policy.

ii. There will be a promotional blitz to publicize the new policy. This will include the website, the newsletter, Facebook, and printed posters.

It was also discussed that a subcommittee should be formed to consider other changes that might need to be made to the policy in the near future.

Motion by Coles and second by Gehrlein to accept the Circulation Policy Revision as presented. The motion passed unanimously.

c. Capital Improvements Update: Almost everything is completed except for a few loose ends. We are still waiting for four shelves, two new endcaps for displays and new items, and some endcap signage.

d. Marketing and Outreach Librarian Job Description: Director Teasdale presented the board with a job description for the new position of Marketing and Outreach Librarian with a salary range of \$38,000 to \$44,000. Upon approval, the job will be posted immediately. Motion by Chuck and second by Deeds to accept the Marketing and Outreach Librarian Job Description and Salary Range. The motion passed unanimously.

10. Board Study: Director Teasdale reviewed with the board the following study items:

a. Open Meetings Act

b. Roberts Rules of Order

11. Items removed from Consent Agenda for action or discussion: none

12. Trustee Comments:

Trustee Chuck wanted to thank all of the people who worked on the strategic plan. She also mentioned that she went to a Rotary Meeting and they offer a scholarship for the most improved student. She also asked Alice to please come to meetings even after she retires from the board, and that she is proud of Alice and her work.

Trustee FitzGerald said she really enjoyed her time on the library board and she spent it surrounded by excellent library staff and board members.

Trustee Coles, Gehrlein, and Rogge all remarked that Alice will be missed and that they hope new board members will be able rise to the challenge.

Trustee Deeds also praised Alices service and said she hopes she enjoys her time off. She also thanked Holly for all of her work on the strategic plan.

13. Adjourn Meeting: Motion by Coles and second by Rogge to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:55 p.m.

Respectfully Submitted,  
Pam Quackenbush, Recording Secretary