

Lyon Township Library Board Minutes
August 30, 2022

1. **Call to Order** at 7:00 p.m. by Library Board President Cheryl Chuck
2. **Roll Call:**
Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, and Sheri Rogge were present. Library Director Holly Teasdle and Recording Secretary Pam Quackenbush also attended.
3. **Approval of the Consent Agenda:** Motion by Gehrlein and second by Bissoon-Dath to approve the Consent Agenda. The motion passed unanimously.
4. **Approval of the Agenda:** Director Teasdle added item 9-d Changes in Staffing. Motion by Coles and second by Deeds to approve the agenda as amended. The motion passed unanimously.
5. **Announcements and Communications:** none
6. **Call to the Public:** none
7. Director's Report: Director Teasdle
8. **Unfinished Business**
 - a. **Millage Timeline:**
August 3 – Township Board Meeting and approval of ballot language
August 12 – deadline for submissions for Lyon Today
September 12: Lyon Today published
September 29 – Absentee Ballots mailed
October 12 – Town Hall Meeting at LTPL
November 8 – Election day
 - b. **Intergovernmental Agreement:** Tabled by the Library Board until after the election. A copy will be sent to the Township Board for them to review.
9. **New Business**
 - a. **2021 Audit:** Trustee Gehrlein, Library Board Treasurer, reviewed the 2021 year-end audit provided by Lyon Township as well as a detailed year-end financial report prepared by himself and Director Teasdle with total revenue of \$1,284,351.00 and total expenses of \$927,734.00.
 - b. **2022 Fund Balance Report:** Trustee Gehrlein presented a fund balance report showing years 2008 through 2021. Per the 2021 Lyon Township Audit, the actual LTPL fund balance at end of year 2021 was \$1,141,779.00.
 - c. **Potential Minimum Wage Increase 2023:** Director Teasdle informed the Library Board that they should anticipate a mandated

increase in minimum wage to \$12.00 per hour in 2023. LTPL's lowest paid position of page is currently \$10.00 per hour, and our most recent job posting for the page position has produced zero applicants so far. Area libraries have already begun making salary and wage adjustments in anticipation of the change, and retention of LTPL employees is beginning to be a problem as positions that pay more from other libraries are constantly being posted. Director Teasdle informed the board she would include a proposal for wage adjustment with the proposed 2023 Budget in October or November.

d. Changes in Staffing: Janet Davio will be retiring from LTPL after 34 years of service. Alta Moore, who recently completed her degree as Library Technician, will be assuming Janet's duties as a full-time salaried employee on September 14. Alta's was making \$17 per hour as a clerk, so based on her new job classification and completed education, Director Teasdle suggested that her salary be raised to \$38,360, a 8.4% increase.

Director Teasdle also announced that Dylan Dunneback has joined our staff as page. She is a senior in high school and this is her first job.

LTPL's Marketing Librarian, Meg Bruce, has completed her MLIS degree. Director Teasdle recommended that her salary be raised 7.5% to \$43,000 in the hopes of retaining her.

Director Teasdle also stated that LTPL has two open posted positions for clerk and for another page, and she is awaiting applicants. Motion by Coles and second by Deeds to approve Meg Bruce's salary of \$43,000 and Alta Moore's salary of \$38,360 as recommended. The motion passed unanimously.

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

11. **Trustee Comments:**

Trustee Rogge commented that she liked the term "Give Butter."

Trustee Bissoon-Dath thanked Director Teasdle and Trustee Gehrlein for their hard work on the financial report.

Trustee Deeds thanked Trustee Gehrlein for his financial report, and thanked all LTPL employees that are giving up their off-work personal time to help the library. She thanked Janet Davio for her 34 years of service to the library.

Trustee Coles thanked Director Teasdle and Trustee Gehrlein for their work on the financial report, and added that he was sorry he will be out of town a lot in the next few weeks as he has family members who need help..

Trustee Gehrlein thanked Director Teasdle for putting together a great report. He remarked that it was easy to access and it made it easier to keep informed.

Trustee Chuck thanked Director Teasdale and Trustee Gehrlein for their work on the financial report. She congratulated Alta Moore on her new job title and Janet Davio on her retirement.

12. **Adjourn Meeting:**

Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:20 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary