

**Lyon Township Library Board Minutes  
November 29, 2022**

1. **Call to Order** at 7:00 p.m. by Library Board President Cheryl Chuck
2. **Roll Call:**  
Cheryl Chuck, Ed Coles, Amy Deeds, and Sheri Rogge were present. Joshua Bissoon-Dath and Don Gehrlein were excused. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
3. **Approval of the Consent Agenda:** The finance report is not included. Motion by Coles and second by Deeds to approve the Consent Agenda without the finance report. The motion passed unanimously.
4. **Approval of the Agenda:** Motion by Rogge and second by Coles to approve the Agenda. The motion passed unanimously.
5. **Announcements and Communications:** none
6. **Call to the Public:** Steve Gross attended and congratulated the board and campaign committee on the passing of the millage.
7. **Public Hearing: Proposed 2023 Lyon Township Public Library Budget**  
Public Hearing opened at 7:02 pm by Board President Chuck  
Director Teasdale presented the following proposed 2023 LTPL Budget:  
Proposed Revenue:  
\$12,000 - State Aid  
\$7,000 - Interest  
\$32,000 Penal Fines - a 33% increase based on the 2020 census. This should remain fairly constant until 2030  
\$1,337.690 - based on the library's operating millage for 2023 which will be .8702, which includes the Headlee rollback and a 2% reduction (\$27,300) in total tax capture to assume tax tribunals and delinquent taxes.  
\$3,700 - Other income, including donations, fines, replacement fees, and sales  
Total Revenue: \$1,392,390  
Proposed Expenses:  
\$770,095 - Personnel, including salaries, hourly wages, pension, and health care costs  
\$8,800 - Staff Development, including training and mileage  
\$40,000 - Office Expenses, including copier and printer leases, computer supplies, and printing/publishing  
\$220,300 - Operating Expenses, including the purchase of books, audiobooks, magazines, DVDs and Blu-rays, digital content, databases, and program costs  
\$62,800 - Utilities, including contracts and services, custodial, telephone, trash pick-up, repairs and maintenance

\$83,500 - Administrative, including rent, township administrative charges, audit, professional services, planning services, membership dues, and contingency.

\$60,700 - The Library Network Cooperative, including shared automation, delivery service, and telecommunications

\$32,000 - Capital Equipment, including computers and peripherals, furniture, and shelving

Total Expenditures: \$1,278,195

Motion by Rogge and second by Deeds to accept the 2023 Lyon Township Public Library Budget as presented, with revenue of \$1,392,390, expenditures of \$1,278,195, and surplus of \$114,195.

Roll Call: Bisson-Dath - absent, Chuck - aye, Coles - aye, Deeds - aye, Gehrlein - absent, Rogge - aye.

The motion passed unanimously.

Public meeting closed by Board President Chuck at 7:11 pm.

## 8. **Director's Report**

*Staffing:* The candidate who had accepted the position of Outreach and Marketing Librarian has had second thoughts about relocating to Michigan, so I rescinded the job offer on 11/22. He was the second person I had offered the position to - the first person declined the position. A current employee who has a marketing degree, Mercedes Krebs, has accepted the position.

*Friends of the Library Book sale:*

The Friends book sale went very smoothly this year with the addition of Key Club volunteers from SLHS. We had multiple volunteers from the high school on Tuesday and Wednesday before the book sale to assist with emptying the shed and set-up, and again on Sunday to help with tear down. It took a lot of the physical work off of the regular volunteers. We engaged a new company to pick up the remainders for the books (ExLibris Michigan), who sells the books online. What they don't use they donate to other schools and non-profit organizations. I am happy just to have someone come and pick up the books. The book sale made \$1,957.65.

*Library Holiday Closures:* Just as a reminder, the Library will be closed for the holidays on the following dates:

Thanksgiving: Thursday - Friday November 24 & 25

Christmas: Saturday - Monday December 24-26

New Year's: Saturday - Monday December 31- January 2

*Director Time Off:* I will be taking vacation time at the end of the year and first week of January. I will still be available to staff for emergencies and will come in occasionally to pay bills and take care of a few things. I will not be checking my email very regularly through this time, so if there is something that anyone on the Board may need, please text me.

Dates off: December 21 - January 6

*Michigan Library Association - Think Space Director Retreat:* I will be attending the 2<sup>nd</sup> annual Think Space event for Library Directors offered by MLA. I will be in Grand Rapids on December 8 & 9 for the first session. Last

year's first Think Space event was fantastic. Not only were the lectures and sessions incredibly informative, the time spent with fellow Library Directors across the state was invaluable. I am looking forward to the second year.

*Marketing and Outreach:*

- Newsletters: We are keeping up with the two regular newsletters a month for the library, monthly Township newsletter, Lyon Buyers Guide, and article for Lyon Today.
- Outreach events: Lighting up the Grand - Lyon Township DDA event, Saturday December 10 @ Inspiration Park. Library will be hosting a table with crafts and letters to Santa, as well as distributing library swag and flyers.
- Misc Marketing and Outreach: updating listing for pages for outdoor sign; updating marketing monitor next to information desk; social media posts on all platforms.

*Recent Events for Adults:*

- October 26: Train Robberies in Michigan (in person) (17 attendees)
- November 2: Michigan War Dog Memorial presentation with Phil Weitlauf (in person) (9 attendees)
- November 9: Basic Soap Making Class with Rachel Sadowski (20 attendees)
- November 16: As American As Pumpkin Pie (virtual) (12 attendees)

*Upcoming Events for Adults*

- November 30: Native American Boarding Schools (virtual)
- December 15: Forensic Art with Lt. Sarah Krebs (in person)

*Meetings, Workshops, Conferences & Outreach events:*

October 27: TLN SASUG meeting

November 3: TLN Executive Committee meeting

November 10: LTPL Special Board meeting

November 14: Neighborhood Library Association: Community Reads meeting

November 15: Public Library Impact & Communication meeting

November 15: Construction Bond meeting

November 15: Books n' Brews (book club)

## 9. Unfinished Business

a. **Millage Wrap-up:** Director Teasdale presented the following document to the board for their information:

**Unofficial Election results from Oakland County Elections for Library Bond Proposition November 8, 2022:**

**TOTAL VOTES: 11,109 - 5008 Absentee 6101 Election day votes**

YES: 6,433 (57.91%) - 2975 Absentee 3458 Election day votes

NO: 4,676 (42.09%) - 2033 Absentee 2643 Election day votes

Precinct	Yes votes	Yes votes percentage	No votes	No votes percentage
Precinct 1	337	54.98%	276	45.02%
Precinct 2	204	55.89	161	44.11
Precinct 3	576	59.26	396	40.74
Precinct 4	606	53.02	537	46.98
Precinct 5	603	59.23	415	40.77
Precinct 6	1012	59.22	697	40.78
Precinct 7	187	60.71	121	39.29
Precinct 8	662	51.84	615	48.16
Precinct 9	1050	65.02	565	34.98
Precinct 10	442	61.90	272	38.10
Precinct 11	754	54.84	621	45.16

## 10. New Business

### a. Library Project

#### i. RFP for Architectural Services:

As discussed at the Special meeting on November 11, Director Teasdale reached out to Ann Dilcher about presenting a proposal for writing the RFP for architectural services for the new library. The scope of work will include:

- Conversations with the library director, Holly Teasdale, to confirm scope of work, timeline, and township coordination required
- Preparation of Draft RFP document
- Review meeting of Draft RFP
- Final RFP provided in MS Word format

Ann suggested the following timeline:

- Get the RFP finished and approved by the Library Board at a special meeting and distributed by mid-December, with responses due by mid-January
- Schedule interviews and presentations by late January, with special Library Board meetings if necessary.
- Recommendation for approval potentially by the Library Board meeting on January 31.

Motion by Deeds and second by Coles to approve contracting with

Ann Dilcher to create a Request for Proposal for Architectural Services for the new library at the rate of \$210.00 per hour not to exceed \$2500.00.

The motion passed unanimously.

**ii. Bond Information:**

Director Teasdle reported that she met with Municipal Finance Advisors Andy Campbell and George Hooper of Baker & Tilly, Bond Counsel Eric McGlothlin of Dickinson-Wright, and Lyon Township Treasurer Patricia Carcone to discuss the construction bond for the new library. She reported the following to the Library Board:

The Library and Township need to have everything in place, including knowing the exact costs and having approvals in place before we can go out to bond. While the funding is secured by the election results, it is illegal to tax residents for the bond if it hasn't been issued yet, and we can't issue the bonds until we have more specifics.

There are two options for the Bond Sale: Competitive Sale and Negotiated Sale. Andy Campbell suggested the best way forward is a competitive bid for the bonds - it will get the best interest rate, and will do well on the market. The Township has A++ ratings - the second best rating a municipality can have, and the size of the bond is attractive to investors, which will make it a very competitive process. It is hard to speculate what the rates will be like when we are ready. The Township Audit needs to be done on time to speed up the process for us to go to bond. Patty Carcone assured us that it would be done on time. They will need about 4 months of advance notice to secure the funds.

Local municipal taxes are on the winter tax bill.

With that in mind, Eric McGlothlin suggested that we have a Reimbursement Resolution passed that will allow us to pay ourselves back for any expenditures spent before the bonds are issued. This is apparently standard, and both the Library and the Township will pass resolutions. This will be for any expenditures for the new Library Project that we may have to pay before we have access to the funds from the bond.

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

**12. Trustee Comments:**

Trustee Rogge thanked Director Teasdle for the clear, easily understandable budget.

Trustee Deeds thanked everyone who helped with the book sale. She thanked Director Teasdle and the staff for all they have done with staff shortages and thanked Steve Gross for attending the meeting.

Trustee Coles also complimented Director Teasdle on the concise and detailed budget. He also commented that there will be a lot of work coming

up - it's time to make lists. It's a marathon, not a sprint.

Trustee Chuck Thanked Director Teasdale for all of the helpful information and great explanations of the budget. She thanked Steve Gross for attending and wished everyone a Merry Christmas and Happy New Year.

**13. Adjourn Meeting:**

Motion by Coles and second by Rogge to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:03 p.m.

Respectfully Submitted by  
Pam Quackenbush  
Recording Secretary