

Lyon Township Library Special Meeting Board Minutes
December 15, 2022

1. **Call to Order** at 4:02 p.m. by Library Board Vice-President Ed Coles
2. **Roll Call:**
Ed Coles, Amy Deeds, Don Gehrlein and Sherri Rogge were present. Joshua Bissoon-Dath and Cheryl Chuck were excused. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
3. **Approval of the Agenda:** Motion by Gehrlein and second by Rogge to approve the agenda. The motion passed unanimously.
4. **Announcements and Communications:** Director Teasdale informed the Library Board that Marjorie Dixon had fallen and severely broken her arm.
5. **Call to the Public:** none
6. **New Business:** none
7. **Unfinished Business:**
 - a. **Request for Proposal for Architectural/Engineering Services:**
Per the LTPL Board approved contract with Ann Dilcher from Quinn Evans Architects, Director Teasdale worked with Ann Dilcher and Lindsey Suardini from Quinn Evans on the RFP.
The following timeline has been established:
RFP released: December 16, 2022 - A copy will be emailed to the Township.
RFP questions due: January 6, 2023 - Questions will be answered and everyone will seed the responses.
RFP responses due: January 17, 2023
Special meeting to determine shortlist TBD (Proposed: Tuesday, January 24 @ 7:00 pm)
Firm Interviews / Presentations: January 31, 2023
Special meeting to review contract before approval TBD
Board Formal Approval: February 28, 2023
Director Teasdale noted that special meetings should be held at the same time as our regular meetings for full public access.
We will put the RFP as an open bid on our website December 16, 2022 - January 17, 2023
Director Teasdale stated that she sent the RFP for review by Foster, Collins & Swift, and that QEA will assist with responding to questions if necessary.
Trustee Bissoon-Dath could not attend the meeting, but asked

that the following statement be read into the record: Joshua Bissoon-Dath apologizes for his absence at the meeting and he is in full support of the terms and language of the RFP document. Motion by Gehrlein and second by Deeds to approve the Request for Proposal for Architectural/Engineering Services as presented. Roll Call: Bissoon-Dath - absent, Chuck - absent, Coles - aye, Deeds - aye, Gehrlein - aye, Rogge - aye. The motion passed unanimously.

8. Trustee Comments:
Trustee Rogge wished the staff and Library Board a Merry Christmas.
Trustee Deeds said Happy Holidays and be safe.
Trustee Coles agreed and commented that there will be lots of extra hours for the board in the coming months. He also said the money for the lawyers is money well spent.
Trustee Gehrlein gave a big thank-you to Director Teasdale for her work on the RFP. He also expressed his best wishes to Marj for a full recovery.
All trustees echo the concern and best wishes for Marj.
9. Adjourn Meeting: Motion by Gehrlein and second by Rogge to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 4:55 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary