

Lyon Township Library Board Minutes
February 28, 2023

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:** Trustee Chuck recommended that Item 9: New Business be put ahead of Item 8: Unfinished Business. Motion by Gehrlein and second by Coles to approve the Agenda as amended. The motion passed unanimously.
5. **Announcements and Communications:** Director Teasdle reminded the board that the Friends of the Library Book Sale would begin March 2, and the sign up to volunteer is on the website and at the circulation desk in the library.
6. **Call to the Public:** no comments from attendees at this time
7. **Director's Report**
Staffing: Marj Dixon continues to work from home while recovering from her injury and surgery. She has come into the library a few times to deal with issues. As she still does not have permission to drive, we will function in this capacity until she can return to normal work. This will remain in place until at least the first week of April.

Staff Training: The South Lyon Community Coalition provided onsite staff awareness and training on February 13 in regards to the opioid crisis and the use of Narcan. We have replaced our doses in our first aid kits in the library.

I have met with Aaron Witt, who helped us create the LTPL Emergency Action Plan. On Friday, April 28, the library will open three hours late at 1:00 pm for a staff inservice to cover the Emergency Action Plan and related policies, as well as having Aaron Witt conduct a tabletop exercise for first-person shooter event and other possible crisis scenarios.

On a Friday in June/July (Date yet TBD), I will also be opening the library late for Kelly Blades from the Lyon Township Fire Department to conduct CPR/AED and first aid training for the staff.

Community Reads: The Community Reads committee has selected an author for the Community Reads event for 2023. The event will take place with an in person author event at Novi Public Library in the fall, but we are still trying to secure a date with the author. We will be creating supportive programming at all the libraries in the weeks leading up to the event. The book selection and programming events will be announced in August. Our portion of the author fee is generously supported by the Friends of the Library, as they have every year. This will be our 12th Community Read with the Neighborhood Library Association.

Emergency Action Plan: Working with Aaron Witt of A-Train Tactical to update our Emergency Action plan to make sure that all the policies remain up to date. Also will be working with Aaron on security.

Crisis Communication Training: As a part of my involvement with the PLICR (Public Library Impact, Communication, and Responsiveness in Times of Uncertainty Group), I was able to receive personalized one-on-one Crisis Communication training with Howard Fencil and Thom Flading of Hennes Communications of Cleveland, OH. Both are former journalists (TV and newspaper), who understand better than most how to handle dealing with the press, the public, and social media in the event of a crisis. It was incredibly stressful (mock interviews), and informative and well worth my time. It was a great opportunity.

8. Unfinished Business

a. New Library Architectural Firm Selection:

Having narrowed the field to the firms of Daniels and Zermack and Quinn Evans, there was final discussion by the library board.

Trustee Coles commented that he preferred Daniels & Zermack, and he felt that both their response to the Request for Proposal and their presentation fulfilled and went beyond all the requirements of the RFP. He felt their staff had a great deal of library experience and he found their prior projects to be impressive. He felt that the presentation from Quinn Evans didn't live up to his expectations and was light on details about the timeline. He felt that they relied too much on their prior experience with the library.

Trustee Gehrlein added that he also preferred Daniels & Zermack based on Cole's recommendation.

Trustee Deeds mentioned that Daniels & Zermack repeatedly referenced the budget constraints for our project and that they didn't seem to understand the limitations of the building site. She also felt their timeline was unrealistic

so all of those factors might bring their portion of the costs higher than what they were projecting. She added that she was concerned that their modern aesthetic and green opportunities might not fit well in our community or our budget. She also felt that they were a small firm compared to Quinn Evans and that could result in delays if they lost an employee and had no back-up.

Trustee Bissoon-Dath said he was leaning toward Quinn Evans since he feels that they have a better grasp of the work that will need to be done on the site in conjunction with the township.

Trustee Rogge commented that she thinks the previous experience Quinn Evans has with working with the library and the township is valuable and important.

Trustee Chuck said she was impressed by the Daniels & Zermack presentation and that they spent more time talking about geothermal and solar power, while Quinn Evans skimmed over those items.

Motion by Coles and second by Gehrlein to accept the Proposal for Architectural and Engineering from the firm of Daniels and Zermack.

Roll Call: Bissoon-Dath - no, Chuck - aye, Coles - aye, Deeds - no, Gehrlein - aye, Rogge - no.
The motion failed.

Motion by Bissoon-Dath and second by Rogge to accept the Proposal for Architectural and Engineering from the firm of Quinn Evans.

Roll Call: Bissoon-Dath - aye, Chuck - no, Coles - no, Deeds - aye, Gehrlein - no, Rogge - aye.
The motion failed.

Motion by Bissoon-Dath and second by Rogge to accept the Proposal for Architectural and Engineering from the firm of Quinn Evans.

Roll Call: Bissoon-Dath - aye, Chuck - no, Coles - no, Deeds - aye, Gehrlein - no, Rogge - aye.

The motion failed.

Motion by Bissoon-Dath and second by Rogge to accept the Proposal for Architectural and Engineering from the firm of Quinn Evans.

Roll Call: Bissoon-Dath - aye, Chuck - aye, Coles - no, Deeds - aye, Gehrlein - no, Rogge - aye.
The motion passed.

Director Teasdle informed the Library Board that she would begin the process of obtaining the contract with Quinn Evans and consulting with the library's contract lawyer. She expects the contract would be ready by the next meeting of the board. At the request of Trustee Gehrlein she agreed to approach Quinn Evans with further negotiations on their fee. Trustee Deeds requested that 3D renderings be included in the package at no added cost to the project.

Director Teasdle also added that she will soon have the bond lawyer draw up a resolution that the library will be paid back for any expenses spent on the project prior to the sale of the bond.

9. New Business

a. Civil Engineering Proposal - Leslie Zawada

Leslie Zawada presented her proposal for civil engineering services that has already been approved by the Township Board.

Motion by Coles and second by Gehrlein to approve the Civil Engineering and Surveying Proposal prepared on January 24, 2023 by Leslie Zawada of CES.

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

The motion passed unanimously.

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

11. Trustee Comments:

Trustee Bissoon-Dath thanked everyone for their thoughtfulness and contemplation over the last few months. He also thanked Marj Dixon for continuing to do her job despite her injury.

Trustee Gehrlie commented that it was a good discussion and that he is sure we will have a great new building. It is important to get the ball rolling now.

Trustee Rogge remarked that appreciates everyone's hard work and research, especially Ed Coles, and she is proud of how everyone has handled the result. She also mentioned that she is ready to get gardening and is looking forward to all the upcoming gardening programs.

Trustee Deeds commented that we will get a great library. She also commented that Mercedes Krebs is doing a great job and added that people have mentioned to her that they hope to have more yoga programs. She also thanked Pam Quackenbush for her gardening programs and said it is remarkable how many views Staci and Jocelyn are getting on their Story Times on You-Tube. She also sent her best wishes

to Marj Dixon for her continued recovery.

Trustee Coles said he was not upset about the outcome of the decision and wished he could have asked more questions. He added that he loved his visits to other libraries and seeing how they worked.

Trustee Chuck thanked Leslie Zawata for attending and answering the board's questions, and she also thanked everyone who attended. She thanked Ed Coles for the work he put into this and she said she values his input and hopes he will be on the building committee. She commented that it is time to get the ball rolling now.

12. Adjourn Meeting:

Motion by Gehrlein and second by Bissoon-Dath to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:23 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary