

Meeting Agenda
Lyon Township Public Library Board of Trustees
April 25, 2023
7:00 PM

1. Call to order at 7:00pm by Library Board Trustee Cheryl Chuck

2. Roll Call:

Trustees Cheryl Chuck, Ed Coles, Amy Deeds, and Don Gehrlein were present. Library Director Holly Teasdle and Recording Secretary Mercedes Krebs also attended. Trustees Joshua Bissoon-Dath and Sheri Rogge were not in attendance.

3. Approval of Consent Agenda

Motion by Gehrlein and second by Coles to approve the Consent Agenda. The motion passed unanimously.

4. Approval of Agenda

Motion by Coles and second by Gehrlein to approve the Agenda. The motion passed unanimously.

5. Announcements and Communications:

- a. Kite Festival: June 3 & 4
- b. Music on the Grand: June 7, July 5 & August 2
- c. South Lyon Pride: July 8

LTPL will be closed on June 19th for Juneteenth, and parking lot will receive a seal coat.

6. Call to the Public: No public

7. Director's Report

Staffing: Marj Dixon has finally been given clearance to drive, and has returned to work in person. Leah Barber, our seasonal employee, will be returning to the library again this summer. With the RFID project on the horizon, I know exactly how she will be spending her time.

Staff Inservice's: Friday, April 28, the library will open 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 table top exercise for first-person shooter event and other possible crisis scenarios. The Emergency Action Plan was updated, and I will be distributing new printed plans to all staff.

Other: Friday on June 30 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.

8. Unfinished Business

a. New Library updates:

• **Library - Township Subcommittee**

Director Teasdle said the kickoff meeting with Quinn Evans will be on the 11th and the purpose is to review the plan of action and to get committees going. Need to know how much leeway we have on the positioning on the new building, how big parking will be, lighting, etc. The goal is to get the alignment of the building changed.

• **Building Committee**

Director Teasdle said the initial meeting for this committee will be Thursday, April 27th.

• **May 19 Library Tour**

Director Teasdle said that most vans or buses are already booked, so carpooling to the libraries will be the most likely scenario. Trustee Deeds said she will likely only attend the first 1-2. Director Teasdle confirmed that the architects will meet the group at LTPL and ride with the group so everyone can talk business on the way.

9. New Business

a. RFID: Envisionware proposal (action needed)

Director Teasdle said getting the RFID's would be a customer service choice for the library to have better control over the collection. It will allow LTPL to have self-checkout which patrons want, and it will also help staff efficiency. Director Teasdle said the quote includes RFID tags, work pads, and price should not exceed \$35,000.

Trustee Gehrlein asked about the lifespan. Director Teasdle said in theory they will last a long time. The software is updated constantly, and we should not have to updated hardware for 5-6 years, minimum.

Trustee Deeds asked if the library has to pay for software updates, and Director Teasdle said no, software and hardware maintenance is included.

Trustee Gehrlein asked Director Teasdle what the deciding factors are that helped her choose Envisionware? Director Teasdle said the factors were talking to other libraries that use Envisionware, that Envisionware is company that every other company mimics, that the representatives have quick responsiveness, and that she likes how the training will work for staff.

Trustee Chuck asked if here was a motion to accept the RFID conversion not to exceed 35k. Motion by Trustee Gehrlein and second by Trustee Deeds. There were no objections, so the motion passed.

b. Reimbursement resolution (action needed)

Trustee Chuck asked if there was a motion to approve reimbursement resolution as presented. Motion by Trustee Coles and seconded by Trustee Gehrlein.

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

10. Items removed from Consent Agenda for action or discussion: No items removed

11. Trustee Comments:

Bissoon-Dath: N/A

Trustee Chuck said to keep the public in the loop. Share new library updates with the public whenever there is a new development.

Trustee Coles said he is glad to be a member of the board because he is always learning something new and interesting. He is glad that there are professionals in so many different areas and that so many specialize in or have experience working with libraries.

Trustee Deeds welcomes Marj back. She thanks Mercedes for scheduling Community Narcan Training for patrons. She also mentioned that she appreciates the LTPL staff for taking time to do educational webinars.

Trustee Gehrlein is glad that Envisionware prices have dropped so that the library can get the technology.

Rogge: N/A

12. Adjourn meeting

Motion by Trustee Deeds and second by Trustee Gehrlein to adjourn the meeting. The motion passed. The meeting was adjourned at 7:55pm.

Respectfully submitted by Recording Secretary Mercedes Krebs

Consent Agenda

DRAFT March 28 LTPL Board meeting minutes (M. Krebs)
April 2023 Statistics Report (H. Teasdle)
April 2023 Staff Reports (H. Teasdle)
March 2023 Disbursements/check registers (H. Teasdle)
Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:
Tuesday, May 30, 2023 @ 7:00 pm**