

**Lyon Township Public Library  
Board of Trustees Meeting  
June 27, 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, Don Gehrlein, and Sherri Rogge were present. Library Director Holly Teasdale and Recording Secretary Mercedes Krebs also attended.

Trustee Bissoon-Dath was unable to attend.

**3. Approval of Consent Agenda**

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

**4. Approval of Agenda**

Motion by Trustee Rogge and second by Trustee Deeds to approve the agenda. The motion passed unanimously.

**5. Announcements and Communications:**

- a. July 5 & August 2 (Music on the Grand)
- b. South Lyon Pride: July 8

**6. Call to the Public: none**

**7. Director's Report**

*Security Considerations for New Library*

Marj and I had a meeting with Aaron Witt and Chris Grollnek for them to give us some ideas and considerations for the new library. Aaron Witt, from A-Train Tactical, has helped us to create and update our Emergency Action Plan as well as to conduct staff trainings. Chris Grollnek is a former police officer and a national expert on active shooter situations. They had some input on floor plan lay out as well as assistive technologies for our security system. They also had suggestions for a film that could be used on glass (and we will have a lot of interior and exterior glass in our new facility) that could help to stop the glass from shattering from gunshot or impact. I will be passing on this information to Quinn Evans. We are very lucky to have Aaron and Chris as a resource.

*TLN - Shared Automation System – Contract Extension*

LTPL is a participating member in the Shared Catalog that is managed by TLN (The Library Network - our library cooperative). Our current system is CARL, a product of The Library Cooperation (TLC). We migrated to this system in 2017 after a two-year project to review possible systems that would work for the complexities required by the TLN shared system, an RFP process, and the review of three possible systems that might work for TLN. CARL was unanimously chosen as the new system for a number of technical and user-feature based reasons, but also due to the annual maintenance contract costs, which was half of what we incurred with our previous system. As we are coming up on the end of our initial 7-year contract, the Shared Automation System User Group Executive Committee (SASUG Ex-comm), of which I am a part of, made a recommendation to the overall SASUG to a 2-year contract extension. During the next 2 years, we will have to make a decision on whether to pursue an RFP for a new system or not. It is a very laborious to conduct the RFP process for a new system, much less the disruption of system migration for staff (of the libraries, as well as TLN), and the public. It is not a process we will take lightly. I was on the Executive Committee in 2017 during that process before, and I know personally how much time it takes. However, with the improvement of open-source catalog systems, which before were not really an option for TLN, due to our size, they now might be. I will keep the board informed of pf any RFP process.

### *PLICR Workgroup*

I had my last meeting with the PLICR Workgroup in June. PLICR (Public Library Impact, Communication, and Responsiveness in Times of Uncertainty) was an invitation only workgroup of Michigan public library directors to focus on crisis communication and current issues facing public libraries. Participation was free due to the support of grants, The Library of Michigan and the University of Michigan School of Information. It lasted one year, and included free training and resources that I have found to be incredibly useful, and was able to gain many great connections with colleagues across the state, as well as with other professionals. Due to the success of this year, they are hoping to host it again with a future cohort.

### *Recite Me*

Recite Me is a website add-on that offers on-demand accessibility solutions to help comply with ADA (American Disabilities Act) and WCAG (Web Content Accessibility Guidelines) standards to ensure that the website is user-friendly for individuals with disabilities, situational challenges and language needs, by offering customization for each user. We started a contract in the March of this year, at a cost of \$580/year (with annual renewal) We were unsure how many of our patrons/residents would need or want to use the service, but promoted Recite Me through our newsletter, website and social media. We were surprised to see how much the service is being used already. Please see the attached report (showing data from May 2023) for information.

## **8. Unfinished Business**

### **a. New Library updates (no action needed)**

- **Library - Township Subcommittee**

Progress is stalled. Was supposed to get the RFP for a construction manager out by the end of the previous meeting, but has not been able to yet. This may cause a delay at least a month delay in the entire process. Director Teasdale is going to reach out to the township to see if they can get on the agenda for the next board meeting, and if not, she and Trustee Deeds will go to the board meeting and go up for public comment.

- **Building Committee**

Met with Quinn Evans on 6/27 to go over updated floor plan. Trustee Coles said it was similar to the last floor plan, and the best option we have so far considering the amount of buildable land.

Director Teasdale walked the board members and public through the floor plan. Discussed who the library would allow to use the program space.

- **Fundraising (Chuck)**

Trustee Chuck suggested fundraising for anything we may want for the new library such as a patio for outdoor story time, benches, etc.

LEO has a lot of money from Kite Fest, and Trustee Chuck said she will approach LEO and put something in the back of their mind.

Director Teasdale said there could be a fundraising committee that would specifically work on fundraising because it's a lot of work. Would have to work with architects to see where anything extra for the new library could go.

### **b. RFID Project updates**

The project is proceeding. The collection was re-weeded prior to tagging, and now while tagging books are being found that need to be fixed. Leah and Lauren have been working on tagging and recovering books.

## **9. New Business – None**

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

## **11. Trustee Comments**

**Bissoon-Dath:** N/A

**Chuck:** Commented on the standards of dress in the employee handbook. Says some employees are getting too relaxed. Expects everyone to look professional because we are in a professional environment, and it will be extra important when we move to the new building.

**Coles:** Frustrated that even though trustees are putting lots of time and effort into the subcommittees the process is getting stalled. Appreciates the work the fellow library board members and Quinn Evans are doing.

**Deeds:** Happy with Recite Me and how it makes LTPL's website more accessible. Happy to see Cathy will be getting her Genealogy room. Thanked Director Teasdale for keeping up with staff training.

**Gehrlein:** Concerned about getting the RFP out so the process can keep moving. Doesn't want the process to be held up because that will cause everything else to be set back.

**Rogge:** Thanked the public for attending the meeting and appreciates the support. Thanks staff for their hard work. Glad to see our website is so accessible.

## **12. Adjourn meeting**

Motion by Trustee Gehrlein and second by Trustee Deeds to adjourn the meeting. The motion passed. The meeting was adjourned at 8:28pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

### **Consent Agenda**

DRAFT May 30, 2023 LTPL Board meeting minutes (M. Krebs)

June 2023 Statistics Report (H. Teasdale)

June 2023 Staff Reports (H. Teasdale)

May 2023 Disbursements/check registers (H. Teasdale)

Financial Report (D. Gehrlein)

### **NEXT LTPL BOARD MEETINGS:**

**Tuesday, July 25, 2023 @ 7:00 pm**