

Meeting Agenda
Lyon Township Public Library Board of Trustees
July 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 Teasdale and Recording Secretary Mercedes Krebs were also in attendance.

Library Trustee Rogge was not in attendance.

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 Coles and second by Trustee Gehrlein to approve the agenda. The motion passed unanimously.

5. Announcements and Communications:

- a. Music on the Grand: August 2
- b. Polish Heritage Festival: September 9 & 10 - Cathy is going
- c. Friends of LTPL Book Sale: November 16-19

6. Call to the Public: 3 in attendance. Support the library and the board.

7. Director's Report

Furnace replacement:

One of the HVAC units has been replaced. As the building is owned by the Township, the cost of replacement was covered by the Township. The AC was not working for a few days, but everything is working correctly now.

Potential UPS Strike:

We have been preparing for the fact that there may be a UPS strike on August 1. This would greatly impact us due to the fact that this is how our new book deliveries arrive - meaning that new best sellers, new movies, magazines and supplies would no longer be delivered. We are ordering as much as we can early, but much of that is out of our hands. But it may impact our patrons in that we will not have books that have been released available until the strike is over. UPDATE: was reported earlier today that an agreement was made with the UPS union representing the workers, and there will be no strike or interruption of service.

8. Unfinished Business

a. New Library updates

• Site Subcommittee (Formerly Library-Park Committee)

July 17th was the first Site Subcommittee meeting.

Trustees Gehrlein and Deeds were in attendance, along with 4 representatives from Quinn Evans, Director Teasdale, Leslie Zawada from civil engineering solutions and Robert Swain from the Township.

The Library Board has not been able to put out the RFP for a construction manager because the Township has not approved the Site Committee issuing the RFP and making a recommendation to the Library Board on which construction manager should be hired for the new library project.

It was discussed that in order to keep moving forward with the project an independent estimator could be hired. Trustee Coles commented that an advantage to this would be getting a jump on it as to keep the project moving forward. Having a construction manager from the beginning would be ideal so that they understand what is going on with the project from the jump, so having one come in late could be a disadvantage. Trustee Gehrlie said that Ann Dilcher (QEA) pushed for an independent estimator so that project could keep going. Director Teasdale said there was a lot of discussion about the parking lot, such as a potential pedestrian crosswalk from one side of the parking lot to the township park to make it safer for patrons to cross the parking lot, and also how big of an allotment space there would be for dumpsters.

There is currently no future meeting scheduled.

- **Building Committee**

We have schematic designs for the new library and we need a cost to go with it, which we won't have until we hire someone to do a cost estimate.

Trustee Gehrlie mentioned that not every library is lucky enough to have a genealogy room, but wonders what the room will be used for once Cathy Cottone, our Genealogist, retires. Director Teasdale said that there is succession planning for when certain staff retire.

Trustee Chuck asked if the staff members are getting costs of what they're going to need.

Director Teasdale said the floor plan needs to be solidified first, then the next phase is to look at furniture packages and compare costs. Staff will look at the space they have and will figure out what is needed to fill the space. She also confirmed that the Library Board will make the final decision on what to buy.

There is currently not another Building Committee meeting scheduled because it does not make sense to meet until we have a cost estimate.

Director Teasdale discussed the public event (Town Hall meeting) planned for August 23 at 7:00 pm. Quinn Evans Architects will present preliminary interior designs to library patrons and will be asking them for feedback. The event will be in person and on zoom. A recording of the zoom and links to surveys will be made available on the Library's website after the meeting.

- b. **RFID Project updates**

Director Teasdale reported that the library is moving forward with the project.

There has been a large review of the Adult Fiction and Non Fiction sections (i.e. if it is damaged and needs to be fixed or replaced).

Leah Barber, the seasonal employee, has been a big help with tagging and has 4 more weeks to tag as much as possible. When she returns to school, part-time clerk Melissa Umer will step in to help. The plan is to be done in September.

Trustee Coles asked why the total collection went down 1,000 units this month and the previous month. Director Teasdale said it is because the library is being heavily weeded since we are paying extra attention to the condition of the books. The numbers will fluctuate while we are in this process.

9. **New Business**

- a. **Intergovernmental Agreement & Lease (with Lyon Township)**

Director Teasdale and Trustee Deeds attended the Township board meeting on Wednesday, July 5th. The night before the meeting the Township released these documents on their website, however they were never sent to Director Teasdale. It was taken off of the as the Library Board had not had the chance to take a look at the documents.

LEASE AGREEMENT

The Library Board reviewed the Lease agreement created by the Township as well as the edits provided by the library attorneys at Foster, Collins, Swift, Anne Seurnyck & Scott Hogan.

Trustee Gehrlie wants to know who is going to sign the lease agreement as a representative of the library. Director Teasdale said she would ask the attorneys about it, and thinks two board members should sign it.

INTERGOVERNMENTAL AGREEMENT

Trustee Gehrlein said we need to know what the procurement rules are that are mentioned in the agreement. He also commented on who will sign this document on behalf of the library.

Trustee Gehrlien made a motion to approve the edited Intergovernmental Agreement and Lease Agreement as provided by our legal counsel and to submit the clean versions of the documents to township clerk for inclusion in township August 7th board packet and agenda, and to send the documents to entire township board for sufficient time for review. Trustee Deeds Seconded the motion. The motion passed unanimously.

If the township is not willing to accept we will ask them to give approval to the Site Committee to move forward with the releasing the RFP for the construction manager so that we don't get behind on this project.

b. Cost Estimating Services proposal

Letter came from Quinn Evans that DCM Consulting will do a separate cost estimation for the new for \$8,800. Director Teasdle suggested it might be better to go this route and pay a few thousand as to not put the new library plan months behind.

Motion by Trustee Coles to accept DCM Consulting's cost estimate of \$8,800. Seconded by Trustee Gehrlein. The motion passed unanimously.

c. Resignation of Library Trustee Joshua Bissoon-Dath

Trustee Bissoon-Dath has put in his resignation due to an imminent move. Trustee Bissoon-Dath was a pleasure to have on the library board because he provided great insight and expertise as a lawyer.

Motion by Trustee Deeds to accept Trustee Bissoon-Dath's resignation. Seconded by Trustee Coles. The motion passed unanimously.

d. Library Board vacancy

Trustees decided to each come up with a list of people they think would be a good fit to fill the board vacancy, then Director Teasdle would reach out and speak with them all to see if they are interested in running for the position. Following this appointment process would get the position filled as soon as possible. A resume or letter of intent will be asked for from those interested in running for the position.

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

11. Trustee Comments

Chuck: Is happy with the changes made to the lease and intergovernmental agreement. Hoping we can move forward as soon as possible so we can work towards getting the new library to the community on time.

Coles: Thanked Director Teasdle for all her hard work revolving around the new library - attending meetings, talking to the lawyers and architects, and preparing for the board meetings. Thanked fellow board members for all their hard work as well and for attending the township board meetings.

Deeds: Thanked Director Teasdle for dealing with all new library information with the lawyers. Is impressed by Jocelyn, Staci and Melissa for providing the scavenger hunt for kids and all the youth programs. Thanked Mercedes for jumping into the new role. Thanked the public for coming to support the library.

Gehrlein: Thanked Mercedes for taking the minutes. Thanked Director Teasdle for understanding the lease and intergovernmental agreements so well which allows for them to go through the agreements with ease. Happy with the changes made.

Rogge: N/A

12. Adjourn meeting

Motion by Trustee Gehrlein and second by Trustee Deeds to adjourn the meeting. The motion passed. The meeting was adjourned at 9:07pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT June 27, 2023 LTPL Board meeting minutes (M. Krebs)

July 2023 Statistics Report (H. Teasdale)

July 2023 Staff Reports (H. Teasdale)

June 2023 Disbursements/check registers (H. Teasdale)

Financial Report (D. Gehrlein)

NEXT LTPL BOARD MEETINGS:

Tuesday, August 29, 2023 @ 7:00 pm