

**Meeting Minutes**  
**Lyon Township Public Library Board of Trustees**  
**August 29, 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, Steve Gross, and Sherri Rogge were present. Library Director Holly Teasdale and Recording Secretary Mercedes Krebs were also 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 Rogge and second by Trustee Gross to approve the agenda. The motion passed unanimously.

**5. Announcements and Communications:**

- a. Polish Heritage Festival: September 9 & 10
- b. Friends of LTPL Book Sale: November 16-19

**6. Call to the Public: No public**

**7. Director's Report:**

**MLA Annual Conference: October 17-20 (Kalamazoo)**

As Director Teasdale is on the Planning committee for the conference, they will be attending the conference this year.

**Annual Staff Reports**

Library Professional Staff Annual Reports will be submitted and presented in September, October and November this year. The reports and presentations are late due to the business of the Library Board and board business earlier this year due to the new library project.

**8. Unfinished Business**

**a. New Library updates**

- August 23, 2023 Town Hall meeting recap: This town hall was well attended – there were 30 people in-person and 35 people online. 24 people have filled out the survey so far. Trustee Chuck commented that she was happy to see all the board members in attendance.
- Construction Manager update: RFP for a construction manager went out last week to a number a number of firms. The firm list was put together from recommendations from Director Teasdale, Quinn Evans Architects, and Civil Engineering Solutions. The RFP is also posted to the Library website. There will be a committee meeting on September 12<sup>th</sup> at 3pm, then there will be interviews a week later on September 19<sup>th</sup>.
- Intergovernmental Agreement & Lease update: There is an updated version of the agreements, and are being reviewed by the Library attorney.

- Site Subcommittee: N/A
- Building Committee: N/A

- b. **RFID Project updates:** The self-checkout machine is installed and staff have been trained on how to use it, however it will not open for use until the whole collection is tagged. We also received an inventory wand which will increase efficiency. Our Library Assistant and clerks have been working hard to get as much done within the next two weeks before we send the tagging cart back. It's still a work in progress.

**9. New Business: None**

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

**11. Trustee Comments:**

**Chuck:** N/A

**Coles:** Said there were no surprises going into this new library process and they just have to not lose faith. Also, he thinks it's cool how we're finally done with this RFID Project after years of talking about the possibility of it.

**Deeds:** Complimented Mercedes Krebs on the Community Reads bookmarks. Said she likes seeing all of the photos from the summer reading program throughout the summer. Thanked Director Teasdale for dealing with all the legal stuff with the new library.

**Gehrlein:** Complimented Mercedes Krebs on the Community Reads Bookmark.

**Gross:** Said he is happy to be on the board and is looking forward for the new library. He is amazed at how much the library staff is able to accomplish in this current facility.

**Rogge:** Congratulated Trustee Coles on being 2<sup>nd</sup> on the Top Adult Readers List in regards to the Summer Reading Challenge. She also said she enjoyed reading the monthly reports, said she likes all of Jocelyn Levin's summer reading program pictures, and said Mercedes Krebs did a great job on the Community Reads Bookmark.

**12. Adjourn meeting**

Motion by Trustee Gehrlein and second by Trustee Gross to adjourn the meeting. The motion passed. The meeting was adjourned at 8:22pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

**Consent Agenda**

DRAFT July 25, 2023 LTPL Board meeting minutes (M. Krebs)  
DRAFT August 16 Special Board meeting minutes (H. Teasdale)  
August 2023 Statistics Report (H. Teasdale)  
August 2023 Staff Reports (H. Teasdale)  
July 2023 Disbursements/check registers (H. Teasdale)  
Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:  
Tuesday, September 26, 2023 @ 7:00 pm**