

Meeting Minutes
Lyon Township Public Library Board of Trustees
September 26, 2023
7:00 PM

1. Call to order at 7:01pm by Library Board Trustee Cheryl Chuck

2. Roll Call:

Trustees Cheryl Chuck, Ed Coles, Don Gehrlein, Steve Gross and Sherri Rogge were present. Library Director Holly Teasdale and Recording Secretary Mercedes Krebs also attended. Trustee Deeds was unable to attend.

3. Approval of Consent Agenda

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

4. Approval of Agenda

Motion by Trustee Coles to approve the agenda with removing item 9. Closed Session. Second by Trustee Gehrlein. The motion passed unanimously.

5. Announcements and Communications:

- a. Friends of LTPL Book Sale: November 16-19

6. Call to the Public: two members of the public in attendance, one being Adam Gut the Vice President of Frank Rewold & Sons.

7. Unfinished Business

a. New Library updates:

Construction Manager - Recommendation from Site Committee

-On September 11, the Site Committee met to go over which firms would be interviewed for Construction Manager.

-Interviews were conducted on September 19, and Library Board Trustee's Gehrlein and Gross attended along with Director Teasdale.

-The Site Committee recommends Frank Rewold & Sons to be awarded the contract. They will provide construction management for site as well as the road.

-Legal contract holders is the LTPL Board of Trustees

-There will be a special meeting to get the contract approved, if it can be reviewed by all needed parties before the next regularly scheduled meeting on October 30.

-Coles wanted to know what put Frank Rewold & Sons at the top. Director Teasdale said it was their experience, their presentation and the Site manager was someone that they felt was the best fit for this project. . They also have a strong social media presence and this will help when we engage the public so they can feel a part of this process.

Trustee Gross motioned that the LTPL Board of Trustees award the Construction Manager contract to Frank Rewold & Sons (FRS) based on their submitted proposal and shall include the management of the widening of Milford Road, and that the fees shared by FRS, which includes a construction management fee of 2.35%, are contingent on finalization of the actual project details. It shall also be conditioned that if FRS needs to change the Site Superintendent that they provide a Superintendent with a minimum of 20 years of experience. Trustee Gehrlein seconded the motion.

All in favor:

Chuck – aye

Coles – aye

Gehrlein – aye

Gross – aye
Rogge – aye
The motion passed unanimously.

Intergovernmental Agreement & Lease update

-Received a revised document, as well as answers to questions from our attorney. Did not have Ann and Scott review the documents – the board will be looking at the township attorney's answers and revised documents without any interpretation from our attorneys.

-Library board trustees would still like to have a special meeting with both the library board and the township board with all the attorneys in the same room. A library board trustee would have to make an official request.

Site Subcommittee

-None scheduled at this time.

Building Committee

-Met on Tuesday, September 12 to go over the schematic design.

-DCM was hired as an independent cost estimator; however, the committee felt like the cost DCM estimated did not align with other projects they had done.

-Quinn Evans expects budget to be more accurate with construction manager so that the board can start to address any cost issues. No major changes will be made to the design before construction manager reviews the design.

-Next Building Committee meeting on October 4, 2023.

CES Invoicing

-Received CES invoices from Leslie that date back to August of 2022 with the percentage breakdown between Township and Library.

b. RFID Project updates:

Director Teasdale announced that the library staff are very close to finishing this project. All that is left to tag are easy readers, magazines and a small amount of picture and board books.

There are still carts full of books that need to be mended. Front desk staff will start using the checkout pads before we do a slow open for the self-checkout.

8. New Business

a. Marketing & Outreach Annual Report - M. Krebs:

Motion by Trustee Rogge to accept Mercedes' 2022 Annual Board Report. Gehrlein seconded the motion. The motion passed unanimously.

b. 2024 Budget Discussion:

As reported by Director Teasdale:

-Tax rev amount used for 2024 budget – \$1,347,034

-Does not foresee the budget changing much for the upcoming year, however there will be some minor adjustments.

The Public Budget hearing on the LTPL 2024 budget is scheduled to occur during the regularly scheduled LTPL board meeting on Monday, October 30.

c. 2024 LTPL Hours of Operation and Holiday closings:

Motion by Trustee Coles to approve the 2024 hours of operation and holiday closings as presented. Second by Trustee Gehrlein Board. All in favor:

Chuck – aye

Coles – aye

Gehrlein – aye

Gross – aye

Rogge – aye

The motion passed unanimously.

d. 2024 LTPL Board of Trustee Meeting dates:

Motion by Trustee Coles to accept the 2024 Board of Trustees meeting dates as presented. Second by Trustee Gehrlein. All in favor:

Chuck - aye

Coles - aye

Gehrlein – aye

Gross – aye

Rogge - aye

The motion passed unanimously.

9. Closed Session: REMOVED FROM AGENDA

10. Items removed from Consent Agenda for action or discussion: ITEM 9 removed.

11. Trustee Comments

Chuck: Enjoyed Mercedes's presentation as she is very animated and it was as if she was telling a story. She is happy to have a construction manager. Likes how the board works together.

Coles: Is pleased with the way the board works together to move in the right direction. We had roadblocks and managed to get through it. Mercedes did a great job 99/100, did great liked arm movements, like how she said all this as if she was there.

Deeds: N/A

Gehrlein: Told Mercedes her presentation was excellent. Thanked for public for attending the meeting.

Gross: Is thrilled that we are moving forward with Frank Rewold & Sons for construction management. Happy with status of the Intergovernmental and Lease agreements, and is looking forward to new building.

Rogge: Thanked Mercedes for a great report. Missed having Cathy do her presentation. Welcomed the public again and said it was nice to see public in attendance.

12. Adjourn meeting

Motion by Trustee Rogge and second by Trustee Coles to adjourn the meeting. The motion passed. The meeting was adjourned at 8:38pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT August 29, 2023 LTPL Board meeting minutes (M. Krebs)

September 2023 Statistics Report (H. Teasdale)

September 2023 Staff Reports (H. Teasdale)

August 2023 Disbursements/check registers (H. Teasdale)

Genealogy Annual Report (C. Cottone)

Financial Report (D. Gehrlein)

NEXT LTPL BOARD MEETINGS:

Monday, October 30, 2023 @ 7:00 pm