

**Meeting Minutes**  
**Lyon Township Public Library Board of Trustees Regular Meeting**  
27005 S. Milford Rd  
South Lyon, MI 48178

**Monday, October 30, 2023**  
**7:00 PM**

**1. Call to order 7:02pm 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 also attended.

**3. Approval of Consent Agenda:**

Motion by Trustee Coles to approve the consent agenda. Second by Trustee Gehrlein. Everyone in favor said aye. The motion passed unanimously.

**4. Approval of Agenda:**

Motion by Trustee Coles to approve the agenda. Second by Trustee Gehrlein. All in favor said aye. The motion passed unanimously.

**5. Announcements and Communications:**

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

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

**7. PUBLIC HEARING: PROPOSED 2024 LYON TOWNSHIP PUBLIC LIBRARY BUDGET**

Trustee Chuck opened the public hearing for the proposed 2024 LTPL budget at 7:05pm.

-Property taxes were based on information from tax warrant sheet. There was an increase in revenue even though less than 1% was moved around.

-Trustee Gehrlein – handed out the fund balance report to be included within the budget discussion.

Motion by Gehrlein to accept the budget for 2024 revenue of 1,400,134 and expense 1,279,145. Gross seconds the motion.

Chuck- aye

Coles - aye

Deeds - aye

Gehrlein - aye

Gross - aye

Rogge - aye

Library Board Trustee Cheryl Chuck closed the 2024 public budget hearing at 7:31pm.

**8. Unfinished Business**

**a. New Library updates:**

- **Construction Manager Contract**

-Back and forth with contract attorney and liability insurance because the Construction Manager that we are hiring will be managing a project for the library and the township. Had to make sure the contract covered both.

-Architects are at 100% design developments, and FRS is ready to get going. There will be special board meeting on Thursday, November 2 to approve the contract. Library Board Trustees did not receive the contract in enough time to review it before today's meeting.

-Contract attorney and library services agent reviewed contract, and contract attorney reviewed and made many changes to the contract.

- **Intergovernmental Agreement & Lease update**

-Hoping to have the documents by the end of next month

- **Site Subcommittee**

-No meetings since last Library Board meeting. No meeting is scheduled at this time.

Once FRS approves the contract a kickoff meeting with construction management will be soon after.

- **Building Committee**

-Met on October 4<sup>th</sup> and 24<sup>th</sup> to discuss internal finishes (lighting, carpet, paint, etc.)

-Trustee Chuck said they asked about price, and it will be a middle of the road price for better quality furnishings. The goal is to get furnishings with longevity.

-100% done with design development, and the next step is to receive the construction documents

**b. RFID Project updates:**

-Project has been completed.

-LTPL has gone live with self-checkout machine and will have an additional one in the new library.

**9. New Business**

**a. Technical Services Annual Report (Pamela Quackenbush, Library Technician)**

**b. Youth Services Annual Report and 2023 Summer Reading Program Report (Jocelyn Levin, Youth Services Librarian)**

Motion to accept the 2022 Technical Services Annual Report and presentation. Motion by Trustee Rogge. Second by Trustee Deeds. Trustee Chuck asked for all in favor to say aye.

Chuck - aye

Coles - aye

Deeds - aye

Gehrlein - aye

Gross - aye

Rogge - aye

The motion passed unanimously.

Motion to accept the 2022 Youth Services Annual Report and the 2023 Summer Reading Program Report and presentation. Motion by Trustee Deeds. Second by Trustee Gehrlein. Trustee Chuck asked for all in favor to say aye.

Chuck - aye

Coles - aye

Deeds - aye

Gehrlein - aye

Gross - aye

Rogge - aye

The motion passed unanimously.

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

**11. Trustee Comments:**

Chuck: Good presentations from both Jocelyn and Pam. Great job to LTPL staff for working on the collection.

Coles: Good job to Jocelyn and Pam on their annual report presentations. Thank you to Holly for all the hours she has dedicated to new library business, and thanks the LTPL board for their support.

Deeds: Enjoyed attending the Community Reads author event on October 24. Loves the LTPL Grows program, and likes the poems in the LTPL Grows newsletter. Says Jocelyn and Staci put on great programs, and thinks the upcoming birth to 3 literacy is a good idea. Thanks Don for doing the financial plan.

Gehrlein: Thanked Jocelyn and Pam for excellent presentations. Says it is cool to see how many programs are done and how many people are involved at LTPL.

Gross: Thanks Jocelyn and Pam for their reports. Likes to see that so much data is being recorded. Glad to be making good progress on the new building. Happy to hear the RFID project is done, and is pleased with how things are going at LTPL.

Rogge: Told Jocelyn she loves the summer reading program and all the prizes. Says annual reports were thorough and fun to read. Told Pam she enjoys the poetry in the LTPL Grows newsletter. Says the Community Reads author event was fabulous, and thinks all board members should attend next year.

**12. Adjourn meeting:**

Motion by Trustee Coles to adjourn the meeting. Second by Trustee Gehrlein. The motion passed. The meeting was adjourned at 9:07pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

**Consent Agenda**

DRAFT September 26, 2023 LTPL Board meeting minutes (M. Krebs)  
October 2023 Statistics Report (H. Teasdle)  
October 2023 Staff Reports (H. Teasdle)  
September 2023 Disbursements/check registers (H. Teasdle)  
Bills for Bond reimbursement resolution report (H. Teasdle)  
Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:  
Monday, November 28, 2023 @ 7:00 pm**

The Library Board will provide necessary reasonable auxiliary aids and services upon 3 days' notice to the Library Board. Individuals with disabilities requiring auxiliary aids or services or any person who has questions should contact the Library by writing or calling the following: Holly Teasdle, Library Director, (248) 437-8800, ext. 610 or at [hteasdle@ltpl.org](mailto:hteasdle@ltpl.org)