

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

**Tuesday, November 28, 2023**  
**7:00 PM**

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

**2. Roll Call:**

Trustees Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein and Steve Gross were present. Library Director Holly Teasdale and Recording Secretary Mercedes Krebs also attended. Trustee Rogge was not in attendance.

**3. Approval of Consent Agenda**

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

**4. Approval of Agenda**

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

**5. Announcements and Communications:**

- a. Holiday Closings: December 24-26 & December 31-January 1

**6. Call to the Public:** One in attendance

**7. Director Update**

**Library Technician Student Intern**

Michelle Stephens who has been conducting her practicum/internship for her Library Technician degree at Oakland Community College here at LTPL, has completed her hours for the program. Where she is done with the practicum, she will still continue to work her as a Page. Her hours for her practicum were not paid hours.

**Building Maintenance**

One of the furnaces has been broken since September 28. A service technician, hired by the Township, came to inspect the HVAC units on October 6. The Township did not sign off on the replacement of the unit until October 23. It is scheduled to be installed on November 12. It affects the entire south side of the building (the entire library - public and staff areas). The installation of the furnace did not occur on November 12 - the company the Township hired said they did not have the parts. The furnace was installed on November 22 and at this time is functioning properly.

**MLA Think Space**

December 7-8 I will be in Grand Rapid attending MLA Think Space, which is a Library Director retreat where we do a deep dive into relevant issues affecting public library directors. The event is limited to 40 participants. I have attended the past two years, and have found it to be one of the most useful and thought provoking continuing education events I have attended. Some of the topics covered this year are building future focused spaces, fostering resilient workspaces, reimagining the library of the future and deconstructing barriers to access.

### **Director Vacation**

I will be on vacation from December 20 - January 4. I will still be coming in to pay bills and will attend any necessary meetings with Quinn Evans, Frank Rewold & Sons, and Civil Engineering Solutions that may occur. Staff knows that I can be reached via text for any emergency.

### **Staff Reviews**

I plan to conduct staff reviews with all staff in December before my vacation begins on the 20th.

## **8. Unfinished Business**

### **a. New Library updates**

- **Intergovernmental Agreement & Lease update**

- No update

- **Site Subcommittee**

- Met on November 20. There were 2 engineers, 2 architects, 2 representatives from FRS, 2 township trustees and library trustees, and Director Teasdale in attendance.

- The orientation of the parking lot was changed for reason for safety reasons, when it comes to crossing parking lot, visual aspects of what does the staff sees.

- Dumpster placement was discussed but still needs to be decided on.

- Working with DTE to discuss moving electrical poles and where they would go.

- Oakland country road commission approved the entrance of the property, but not road widening yet.

- No additional meeting is scheduled at this time.

- **Building Committee**

- No additional meeting scheduled at this time

## **9. New Business**

### **a. Annual Technology Report and New Library Technology Planning (Marjorie Dixon, Tech Services)**

Motion by Trustee Gehrlein to accept Marjorie Dixon's Annual Technology and New Library Technology Planning Report as presented. Second by Trustee Coles. Everyone in favor said aye. The motion passed unanimously.

### **b. Moving Costs - estimate, Library Design Associates (H. Teasdale)**

Engaged with Library Design Associates for main services because they have worked with LTPL before and are trusted to move the library's material.

LTPL will be taking the majority of our furniture in good condition to the new library for budget reasons.

### **c. Reciprocal Borrowing Agreement - TLN (H. Teasdale)**

LTPL currently participates in the library co-op through TLN (SAS) and it is at a great cost savings for the library.

The Check It Out with The Library Network Reciprocal Borrowing Program is a voluntary service whereby participating libraries agree to extend in-person borrowing privileges and services to the patrons of other participating libraries. Anyone with a current library card from a participating library can walk in and borrow materials on site from another participating library in The Library Network. Your library card must be unrestricted and in good standing.

Motion by Trustee Gross for the Library board to authorize LTPL to be an official participant in the Check It Out with The Library Network Reciprocal Borrowing Policy. Second by Trustee Deeds. All in favor said aye. The motion passed unanimously. – get motion from board packet

### **d. Reschedule February 27, 2024 LTPL Board meeting**

Cancelled the meeting on February 27 because of the election

Tentatively rescheduled for Tuesday, March 5 at 7pm

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

**11. Public comment:** Sandra O'Brien (61523 Brookway Dr. South Lyon) inquired about a specific section of the parking lot being for bus parking if there are team activities at the park area, and about a light at the entrance to the library Milford road.

**12. Trustee Comments**

Chuck – Happy to understand what Marjorie presented about technology, moving along and doing the best we can.

Coles – Thanked Marjorie for her presentation and thanked Director Teasdle for everything she does

Deeds – Thanked Marjorie for the easy to understand technology presentation.

Gehrlein – Said Marjorie did a wonderful job on her presentation. Thanked Director Teasdle for her summary of the site committee meeting.

Gross – Thanked Marjorie for her for presentation on library technology. Amazed at what we do in this small space, and looking forward to what we are doing in the new space.

Rogge – N/A

**13. Adjourn meeting**

Motion by Trustee Coles and second by Trustee Gehrlein to adjourn the meeting. The motion passed. The meeting adjourned at 8:57pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

**Consent Agenda**

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

DRAFT November 2, Special Board meeting minutes (M. Krebs)

November 2023 Statistics Report (H. Teasdle)

November 2023 Staff Reports (H. Teasdle)

October 2023 Disbursements/check registers (H. Teasdle)

Bills for Bond reimbursement resolution report (H. Teasdle)

Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:**

**Tuesday, January 30, 2024 @ 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)