

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

Tuesday, January 30, 2024
7:00 PM

1. Call to order at 7:00 pm 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 Gehrien to approve the agenda as amended by adding Bonds to Old business. Second by Trustee Rogge. Everyone in favor said aye. The motion passed unanimously.

5. Announcements and Communications: N/A

6. Call to the Public: None

7. Director Update:

Staff Reviews

Staff reviews were completed on January 24, 2024, with the exception of our seasonal employee, who is not working at the library at this time (away at college).

All employees received a series of questions to come prepared to answer prior to the meeting:

- What do you think was your biggest accomplishment of the year?
- What was the most challenging obstacle you had to overcome in the past year?
- If there was one improvement you think the library could make that would impact your job, what would it be?

The questions became a kicking off point to discuss past and current projects, check in on past goals (if there were any), and make plans for the future. It was also a time to discuss any issues or concerns. I keep an open door for all employees at all times, but not everyone is comfortable in approaching me with concerns, so facilitating a direct meeting is necessary.

Staff Changes

Jean Benedict, who has been a Page, will become a Library Assistant, due to her increase in taking on special projects including assisting with programming, book mending, and occasionally helping out at the

front desk. As she has already assumed duties of an Assistant, it is only right to compensate her as thus. Jean used to work at another area library, where she held a number of roles, and we are lucky to have here at LTPL.

State Aide

The 2022 State Aid Report has been submitted to the Library of Michigan.

Collection update

As you already know, we completed our RFID project this past fall. The only parts of the collection that remain untagged are non-circulating Genealogy materials. We also have completely and ruthlessly weeded the entire collection. If it is on our shelves, it is in good condition and circulates. However, we are truly in a bind with not enough space on the shelves for our materials, especially in the Youth department. We will be boxing up picture books that are the least circulating and storing them, as we don't even have space for more shelves or carts to put items on - without causing a hazard for patrons to walk through the building. Some would argue that we are already riding that line. However, I cannot come up with another solution at this time. We will just have to make do with our current space issues until the move to the new facility.

8. Unfinished Business

a. New Library updates

- **Intergovernmental Agreement & Lease update**

No update - no change since previous board meeting

- **Site committee**

The Site Committee met on January 8.

Mike Nearing from CES discussed grading for the site, as well as EGLE permitting for the flood plain which included retention ponds and soil fills on the site. Also discussed water drainage issues. The water needs to drain towards the Novi-Lyon drain on the south part of the site. CES will also work on this when they work on the widening of Milford Rd project.

The retention ponds will not be actual ponds, but more like a wet meadow. Native plants will be planted in this area.

Decided there will be one flagpole in front of the library.

Discussion on a monument sign at the entrance of the library - how it will look, brightness, functionality.

CES provided required drawings to Rewold on January 21.

The timeline will likely change because of late permitting. Unlikely to break ground in the spring, possibly June.

Peter Basso from Quinn Evans (QEA) is handling coordination with DTE and Consumers Energy for lighting in the parking lot.

AT&T : fiber connection contract held with TLN

Next Site Committee meeting will be February 5

- **Building Committee**

Next meeting is scheduled for February 6.

- **Crystal Creek Subdivision - sanitary sewer connection**

The sanitary sewer connection for the new library site is in Crystal Creek. Township in discussion with subdivision to access the connection.

The two HOA's and the property manager are meeting on Friday, February 2 at 4pm for further discussion.

- **Geotechnical (MTC) - preliminary soil boring and infiltration test report**
Discussion on the preliminary report from MTC on soil borings on the 11 mile & Milford Rd site.
Waiting for more information at the next site committee meeting.

b. Bonds

Received timelines from Baker Tilly, financial advisor to the Township about municipal bonds. Further information about the sale of the bonds will be coming later.

c. Fundraising

Director Teasdle met with Trustee Coles in December to discuss fundraising for the new library. Trustees will figure out what the naming opportunities in the new library will be, what we will do to recognize it in the library, and how much it will cost.

Trustee Coles will do research about naming opportunities and will contact other libraries to see what they have done.

Will need to set up a capital reserve fund for money for fundraising for the new library.

9. New Business

a. Staff wage increases (Rogge)

Trustee Rogge stated that staff wage increases should be reviewed, as they had been postponed since fall of 2023 from 2024 budget discussions. Rogge believes staff should receive raises due to the increase in the cost of living. Director Teasdle provided a series of scenarios and percentages that showed budget impact. The Board discussed the best scenario for staff and what was feasible for the budget.

Trustee Gehrlein motioned the library staff to receive a 4% wage increase. Second by Trustee Rogge.

Roll Call:

Chuck: aye

Coles: aye

Deeds: aye

Gehrlien: aye

Gross: aye

Rogge: aye

The motion passed unanimously.

10. Items removed from Consent Agenda for action or discussion: N/A

11. Trustee Comments

Chuck – Thanked Director Teasdle for keeping track of everything happening like the soil boring and information about the bonds and for staff wages. Thanked Trustee Coles and Trustee Gehrlein for agreeing to work on fundraising for the new library. Thanked the member of the public for coming.

Coles – Appreciates how everyone on the board works well together.

Deeds – Thanked Trustee Coles for talking on behalf of the library and for organizing the fundraising and doing research for it. Thanked Mercedes for putting on great programs, and thanked Jocelyn the youth librarian and Staci the youth assistant for hosting a braille program.

Gehrlein – Thanks Director Teasdle for putting everything together for the board packets.

Gross – Amazed at what we can do in such a small building and at the work the staff puts in to keep the library running. Glad the board was able to come to a decision for staff wages.

Rogge – Thank the member of the public for coming and thanked Director Teasdale for putting together reports and all the information in the board packet.

12. Adjourn meeting:

Motion by Trustee Rogge and second by Trustee Gehrlen to adjourn the meeting. The motion passed. The meeting adjourned at 9:07pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT LTPL November 28 Board meeting minutes (M. Krebs)
DRAFT December 19, Special Board meeting minutes (M. Krebs)
January 2024 Statistics Report (H. Teasdale)
January 2024 Staff Reports (H. Teasdale)
November & December 2023 Disbursements/check registers (H. Teasdale)
Bills for Bond reimbursement resolution report (H. Teasdale)
Financial Report (D. Gehrlen)

NEXT LTPL BOARD MEETINGS:

March 5, 2024 @ 7:00 pm