

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

Tuesday, March 5, 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, and Sherri Rogge were present. Trustee Gross was not in attendance. Library Director Holly Teasdle 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 Gehrlein to approve the agenda as amended (add Bond Information under 9. a. Unfinished Business - New Library updates). Second by Trustee Coles. Everyone in favor said aye. The motion passed unanimously.

5. Announcements and Communications: MLA requested information on what public libraries were doing for Narcan Training, if libraries have Narcan available on sight, etc. Director Teasdle responded that LTPL has done multiple staff Narcan training, as well as community training events. LTPL might be used as an exemplary library for helping the community during the opioid crisis. PLA requested the information for a potential press packet for the White House. Whether the information will be used or not is not known

6. Call to the Public: None

7. Director Update:

Technology for New Library

Director Teasdle has been working with our architects, construction management and TLN technology teams, and Marj (Technology Coordinator) on the different aspects of technology for the new library. This past month has been spent working on RFP's, talking to vendors, and working on specifications for what we need and want in the new library. This has included:

- Security system (including cameras, keyless entry, multilevel controls and the interface with fire suppression system). Have thus far met with four vendors. The RFP will be going out soon to selected vendors and posted to our website as necessary. Recommended proposals will be brought to the board.
- Wireless internet connectivity for inside and outside the library.
- Network cabling. This will be put out to bid, with bids brought to the board.

- AV systems and PA system. This will be put out to bid, with bids brought to the board.
- Technology needed for:
 - Makerspace
 - Genealogy room
 - Youth computers/tablets
 - Adult computers
 - Scanning/faxing/copying stations
 - Digital Signage

All of this equipment will be purchased through either TLN or other vendors, and installed prior to opening day.

Software for

- Public computer time management
- Calendar
- Appointment and study room bookings

We have been focusing on platforms and companies that can work with each other and have a good record of accomplishment. We are also focusing on platforms that can manage multiple systems as once, such as the calendar, study room bookings, digital signage, etc.

Potential Board Candidates

With the upcoming election, there have been many people interested in joining the Library Board. Director Teasdale has met with two community minded residents who are planning to pull petitions to run in the upcoming election, and will find involvement opportunities for those who are interested in supporting the library outside of the Board.

8. LTPL Board of Trustees Annual Meeting

a. Nomination & Election of officers

i. President

Trustee Coles nominated Cheryl Chuck for President, and Trustee Gehrlein seconded. Trustee Chuck accepted the nomination. There were no objections. Cheryl Chuck will remain as president of the Library Board.

Vice President

Trustee Gehrlein nominated Ed Coles for Vice President. Trustee Deeds seconded. Trustee Coles accepted the nomination. There were no objections. Ed Coles will remain as Vice President of the Library Board.

Treasurer

Trustee Rogge nominated Don Gehrlein for Treasurer. Trustee Deeds seconded. Trustee Gehrlein accepted the nomination. There were no objections. Trustee Gehrlein will remain as Treasurer for the Library Board.

b. Other items for discussion: None

9. Unfinished Business

a. New Library updates

- **Intergovernmental Agreement & Lease update**

No changes. There will be a special meeting scheduled to discuss with the attorneys.

- **Site committee**
The Site Committee met on February 5 and February 23 to discuss scope clarification on the site and cost estimates.
A future meeting with the landscape architect from Quinn Evans to discuss more details on the landscaping will be scheduled soon.
 - **Building Committee**
Met on February 6 to clarify items that were eliminated or changed on the building design. The mechanical room has shrunk, which has allowed for a larger storage room. The next meeting is scheduled for March 13.
 - **Crystal Creek Subdivision - sanitary sewer connection**
The meeting that was scheduled for February 6 was cancelled, and has not been rescheduled. There have been ongoing discussions between the HOA and the Township attorneys.
 - **Bond information**
Lyon Township Board resolution is going to be needed to move forward with the bond. Intergovernmental & Lease agreements need to be approved by the Library Board to move forward.
10. **New Business**
- a) **Gifts & Donation Policy**
Discussion on current gift and donations policy. Potential changes in the future when Director Teasdale receives a sample policy from the attorney.
11. **Items removed from Consent Agenda for action or discussion: N/A**
12. **Trustee Comments:**
- Chuck-** Thanked Trustees Coles and Gehrlein taking on officer positions again. Thanked the public for coming. Is glad the Board is making headway on the new library project.
- Coles-** Thanked the Board members for all the work they continue to do for the new library. Sees the light at the end of the tunnel, and believes the project is moving in a positive direction.
- Deeds-** Likes the upcoming Adult Take-and-Make craft ideas. Thought the TLN report was interesting to read and looked great graphically. Thanks Marjorie Dixon and Director Teasdale for doing research on technology for the new library and for attending meetings with potential vendors.
- Gehrlein-** Thought it was cool the Youth Department hosted a Braille program. Also thanked the public for coming.
- Gross-** N/A
- Rogge-** Is pleased to hear about the Narcan Training information reached PLA and the White House. Thanked the public for coming, and thanked the board members for all their hard work for the new library.
13. **Adjourn meeting**
Motion by Trustee Deeds and second by Trustee Gehrlein to adjourn the meeting. The motion passed. The meeting adjourned at 8:18pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT LTPL January 30, 2024 Board meeting minutes (M. Krebs)
February 2024 Statistics Report (H. Teasdle)
February 2024 Staff Reports (H. Teasdle)
January 2023 Disbursements/check registers (H. Teasdle)
Bills for Bond reimbursement resolution report (H. Teasdle)
TLN Annual Report (TLN)
Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:
March 26, 2024 @ 7:00 pm**