

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

Tuesday, March 26, 2024
7:00 PM

1. Call to order at 7:02pm by Library Board Trustee Cheryl Chuck

2. Roll Call:

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

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. Second by Trustee Gehrlein. The motion passed unanimously.

5. Announcements and Communications: LTPL will be closed Friday, March 29 - Monday, April 1 for the holiday weekend. Director Teasdale will be on vacation April 11-17.

6. Call to the Public: N/A

7. Director Update:
RFP - Security System

After working with Rewold, Peter Basso, QEA, TLN, and review by our attorney, the RFP for a security system was released on Friday, March 15. The RFP was sent to Verkada, rhombus, Sonitrol (our current security system provider), MDIS, and Avigilon. We participated in vendor presentations from all of them, and all were recommended from our team or other libraries.

Director Teasdale will bring the recommendation to the April 30 Library Board meeting for approval.

DTE Site Coordination

On March 7 Director Teasdale participated in a meeting with representatives from CES, Rewold, QEA and DTE on electricity for the new library site. The DTE representative is our assigned project engineer, and identified a number of complexities to getting power to where we need it to be on the site, due to conservation easements and the floodplain. This was the first meeting with DTE, so there was a lot of introductory information shared and many engineering issues discussed.

Community Reads Meeting

A title for this year's Community Reads with the Neighborhood Library Association has been selected, and we are currently working with the author's publisher to select a date for the author event to take place in October or November. Once that date has been selected, we will be able to proceed with supplementary programming and scheduling of book club dates. The launch of the Community Reads program will be in August. The Friends of the Library generously sponsors this event for the library.

Shelving

In the effort of lowering our budget for furniture, and in hopes of reusing as much of our existing furniture as possible, Director Teasdale is working with Kyle Hanning of Library Design to identify what shelving can be used where in the new library. Any shelving that cannot be used in the public area of the library can be used in storage rooms.

Fraud investigation

A check we sent to a Envisionware was intercepted and cashed (not by the vendor), so we had to open up a fraud investigation with our bank. The investigation is currently ongoing.

8. Unfinished Business

a. New Library updates

- **Intergovernmental Agreement & Lease update**

Library's contract attorney sent the approved version to the township attorney, and they sent it back.

There was discussion of the version that was sent back.

The Library Board directed Director Teasdale to have our contract attorney reach out to the township attorney about scheduling a board to board meeting with a mediator and both attorneys in order to discuss the agreements.

- **Site committee**

No update at this time. No future meeting scheduled at this time.

- **Building Committee**

The Building Committee met on March 12 to view and confirm finishes such as wall coverings, tile for bathroom, light fixtures, and carpeting and floor coverings.

There was an initial furniture meeting with our interior designer and the LTPL staff on Thursday, March 21 to get a general feel of furniture options.

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

No update.

- **Landscaping**

The Library Board members on the Site Committee met with the Landscape Architects of Quinn Evans Architects to get a better understanding of the landscaping around the library and the site. They had to make significant budget cuts to the site in landscaping. The site will have plants indigenous to the area, and will be low maintenance. They anticipate planting 7-8 different types of trees.

Planted areas are intended to fill in the space in a natural way, without the use of mulch or landscape fabric.

Chris Mueller has suggested that as a part of the contract we have with the landscaping

firm we engage with, that it includes a multi-year maintenance plan. This would account for the initial watering that we will not need later on. Also in the event that plants or trees need to be replaced, the company cannot say that the plants/trees were not maintained in an appropriate way, as they will have the responsibility of maintaining them.

b. Fundraising (Trustee Ed Coles)

Trustee Coles presented his Fundraising Opportunities powerpoint to the Library Board
Types of fundraising options he presented about:

-No cost

-Investment required (examples: donation wall plaque or tree, donation stones)

-Exterior options (ex. benches, tables, musical instruments)

-Interior options (ex. shelf ends, functional or decorative, activities)

-Says we need to be confident about our library theme before investing in any physical attributes

-We should get this out to the public through mailings, and by keeping an up to date website that lists the naming opportunities

-Suggested forming a sub committee dedicated to fundraising

9. New Business

a. 2023 Annual Report

Motion by Trustee Gross to approve the 2023 Annual Report as presented. Second by Trustee Deeds. The motion passed unanimously.

b. Naming Rights Policy

Motion by Trustee Gehrlein to approve the Naming Rights Policy as presented. Second by Trustee Coles. The motion passed unanimously.

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

11. Trustee Comments:

Chuck- Thanked the public for coming. Appreciates Director Teasdale for all the work she does for the new library, and thanked Trustee Coles for the work he did on putting together fundraising information.

Coles- Thanks the staff for everything they're doing behind the scenes, and thanked the Trustees for supporting him.

Deeds- Thanks the Friends of the Library for sponsoring Community Reads and Mercedes for creating the bookmark again this year. Wants to acknowledge Pam's award for seed stewardship. Congratulations to Cathy for being elected to the Michigan Genealogy Board. Thinks the Birth to 3 Literacy program Jocelyn and Staci are doing is off to a good start, and congratulations to Jocelyn for getting the grant to do the Family STEM Tales. Thanked Director Teasdale for dealing with the agreements. Thanked Trustee Coles for all the work he did on gathering fundraising information.

Gehrlein- Thinks it is great that Jocelyn got the grant to do the STEM Tales program. Said Trustee Coles did a great job on the fundraising powerpoint. Thanked the public for coming.

Gross- Told the board to keep their eyes on the prize (new library). Is happy that LTPL was mentioned in the White House Fact Sheet for providing a space for Narcan Training for the community. Thanked Trustee Coles for his work on gathering fundraising information.

Rogge- N/A

12. Adjourn meeting

Motion by Trustee Gross and second by Trustee Coles to adjourn the meeting. The motion passed. The meeting adjourned at 9:02pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT LTPL March 5, 2024 Board meeting minutes (M. Krebs)
DRAFT LTPL March 11, 2024 Board Special meeting minutes (M. Krebs)
DRAFT LTPL March 11, 2024 Board Special meeting minutes (Closed session) (M. Krebs)
March 2024 Statistics Report (H. Teasdle)
March 2024 Staff Reports (H. Teasdle)
February 2024 Disbursements/check registers (H. Teasdle)
Bills for Bond reimbursement resolution report (H. Teasdle)
Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:
April 30, 2024 @ 7:00 pm**