

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

Tuesday May 28, 2024
7:00 PM

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

2. Roll Call:

Trustees Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, Steve Gross, and Sheri Rogge were in attendance. 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 . The motion passed unanimously.

4. Approval of Agenda

Motion by Trustee Gehrlein to approve the agenda. Second by Trustee Rogge. The motion passed unanimously.

5. Announcements and Communications:

- Township Board meeting: Monday, June 3 - Library-Township Intergovernmental agreements on agenda
- Library closed on Sundays until September 8, 2024
- LTPL Summer Challenge Kick off: Saturday, June 15 @ 1:00 pm
- LTPL @ Lyon Township Kite Festival - June 1 & 2
- LTPL @ Music on the Grand June 12, July 10 July 17
- LTPL @ South Lyon Pride July 14
- Electronic Recycling @ LTPL - Saturday, June 29

6. Director Update

Community Reads Meeting

The committee is working on selecting a title for Community Reads in hope to have one within the next couple of weeks so we can still proceed with an August launch, and an October/November author event. The Friends of the Library generously sponsors this event for the library.

Friends of the Library Book Sale

The LTPL FOL made \$1,516.23 at the May book sale. The next book sale will be in November. We had great success in volunteer sign ups, especially from Key Club volunteers from South Lyon East High School.

South Lyon East Band Scholarships

Was an essay reviewer for Band seniors who were applying for college scholarships. Assessments were due by May 20. Was impressed with the student's writing skills.

Michigan State Fair Read and Win Program

For the third year and a row, the Michigan State Fair offered us 100 Read and Win ribbons and 100 Fair admission tickets to offer to our Summer Reading Challenge participants. We offer them to any of our challenge finishers.

TLN and Shared System Library RFID project

TLN is considering implementing a Shared System wide RFID project. This would allow TLN to start using an Automated Handling System at TLN for sorting items sent through delivery. To do so, it would mean all libraries using RFID tags instead of just the barcodes, and only items sent through delivery. It does not force any library to use RFID in their own libraries, but it could make handling of materials more efficient at all libraries who do use RFID, and increase efficiency and speed of delivered materials

through TLN. The SAS directors will be making a vote on the project soon - I will keep the board updated.

MLA Think Space

Director Teasdale attended Think Space May 22-24. This is the Library Director retreat offered by MLA. It was her third year of participation.

7. Call to the Public: N/A

8. Unfinished Business

- **New Library updates**

Site committee

The Site Committee met in person on Thursday, **May 2**. Majority of the discussion revolved around getting the project within budget, DTE electrical connection, and exterior lighting.

To bring the site within budget, certain parts of the project will be bid separately. Discussion about possibly removing the dumpster.

Rewold and the site committee believes that it's time to move forward with the bidding process. This will give us real costs and let us know whether we are within budget or not.

The committee decided to move forward with an all-underground electrical connection. The committee is split on whether to proceed with the DTE Community lighting option or to install our own lights. DTE would manage it all.

More Site Items:

Exterior Building sign: The exterior sign (where it says Lyon Township Public Library) will have a spotlight on the building, as opposed to having an electronic sign on the building itself.

Flag pole: Needs to move, too close to the water pipe. QEA's landscape architect is looking for an appropriate place on the site

Crystal Creek/Villas Subdivision: The subdivision has accepted the Sanitary Sewer Easement, and they are finalizing documentation, including final legal descriptions of the easements and drawings. They are requesting payment of their legal fees and engineering fees for plan reviews and limited construction services, for an estimated total of \$16,000. The legal documents have not been drafted yet, but Director Teasdale and the Township Treasurer gave the go ahead to proceed. This allows us to move forward with the project at the lowest cost possible.

Road Commission for Oakland County (RCOC): We have not yet received full approval for the road widening plan from the Road commission. The plans have been submitted, and CES had hoped to receive the permit by now, but we are still waiting.

Oakland County Water Resources Commission: CES has received a review from Oakland County Water Resources Commission and they are requiring a revision that will impact forebay/sediment basin location and grading. CES and QEA are working together to accommodate this necessary revision. This might impact final drawings/info for 5/31.

DTE: QEA has submitted a plan for the underground connection for electricity on the Site, based on the DTE's site engineer's suggestions. It is not finalized yet.

Building Committee

The Building Committee has not met since the last board meeting. However, QEA has offered an example of what the dark brick will look like. Except for around the front door and gabled windows, any area that showed wood on the exterior of the building has been changed to a dark brick for budgetary savings.

Trustee Coles is concerned about when enough information will be available that we can go out for a formal bid, and if documentation will be sent out to everyone. Documentation done by May 31st, except from CES because of change from Oakland County Water Commission.

Shelving

Director Teasdle requested that Kyle Hanning from Library Design inventory the library's shelving and figure out how we can reuse as much as shelving as possible for the new library.

There is also a budget analysis that provides costs to purchase and install the shelving units that will need to be new, which are the units that have not been highlighted on the plan.

Kyle will provide Director Teasdle with what the cost would be if we purchased all new shelving. The difference between new shelving, and the cost to modify, move and reinstall the old is enough savings should be figured out to see what the savings amount will be.

Fundraising (E. Cole)

N/A

9. New Business

• Network cabling

Discussions on the report and bids.

MDIS is the company we have gone to for security and access control.

MDIS is offering more in their bid than SSD. They are offering grounding for grounding plates in the server room. Offering a 25 year warranty. MDIS also offered us two network options.

MDIS also includes cable management (they would organize cabling for us throughout the building).

Motion by Trustee Rogge for the Library Board to accept MDIS's option 1 for network cabling in the new building, and to not exceed \$16,000. Second by Trustee Deeds. The motion passed unanimously.

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

11. Trustee Comments:

Chuck- Thanks the staff for stepping up on the book sale day where she was scheduled. Appreciates the Friends of the Library and their great book sales.

Coles- On the same page as Trustee Gehrlein about wishing there were more solid schedules and deadlines for people to work towards. Feels like there is a lot that cannot be controlled.

Deeds- Thanks Marj and Director Teasdle for the cabling recommendation. Hopes Jocelyn and Staci can do more STEM Tales and 0-3 literacy playgroup events in the future.

Gehrlein- Wishes there were something more concrete objectives while working on the new library project such as dates and deadlines.

Gross- Says there has been good discussions about the new building, and knows there are still things to deal with still but it feels like there is progress. Sad about Shirley Baker's passing. Is impressed by how many people attended the Youth Services programs in just April.

Rogge- Happy there will be electronic recycling again because so many people have been asking about it, and it's a great service. Excited for the Summer Reading Challenge.

12. Adjourn meeting:

Motion by Trustee Deeds to adjourn the meeting. Second by Trustee Coles. The motion passed unanimously. The meeting was adjourned at 8:25pm.

Consent Agenda

DRAFT LTPL April 23, 2024 Special Board meeting minutes (M. Krebs)

DRAFT LTPL April 30, 2024 Board meeting minutes (M. Krebs)

May 2024 Statistics Report (H. Teasdle)

May 2024 Staff Reports (H. Teasdle)

April 2024 Disbursements/check registers (H. Teasdle)

Bills for Bond reimbursement resolution report (H. Teasdle)

Financial Report (D. Gehrlein)

NEXT LTPL BOARD MEETING:

June 25, 2024 @ 7:00 pm