

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

Tuesday, September 24, 2024
7:00 PM

1. Call to order at 7:00 p.m. by Library Board Trustee Cheryl Chuck.

2. Roll Call: Trustees Cheryl Chuck, Amy Deeds, Don Gehrlein, and Sheri Rogge attended. Trustees Ed Coles and Steve Gross did not attend. 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 Rogge. The motion passed unanimously.

4. Approval of Agenda

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

5. Announcements and Communications:

- a. Document Shredding @ LTPL: October 19: 9 am - 1 pm
- b. LTPL closed in observance of Veteran's Day: November 11
- c. Friends of the Library Book Sale: November 14-17

6. Director Update:

Community Reads

The Neighborhood Library Association launched the 2024 Community Reads on August 19 with this year's title Chevy in the Hole by Kelsey Ronan. LTPL will host two events in support of the book selection, as well as the October book club title. The author event will be hosted at Novi Public Library on Tuesday, November 19 at 7:00 pm. The program is sponsored by the Friends of LTPL.

Library memberships in MLA & ALA

LTPL holds memberships in the Michigan Library Association and the American Library Association. ALA has come under fire in recent years from groups who are actively trying to ban books in public and school libraries, particularly books that are written by or are about members of the LGBTQ+ communities or are Black (or both). Recently MLA has also come under fire for having a political agenda outside of supporting libraries, librarians, and intellectual freedom. LTPL Board members should be aware of what is going on in our surrounding communities and to understand how it is important for trustees to be knowledgeable about what these organizations stand for, and why we participate in them.

7. Call to the Public: N/A

8. Unfinished Business

- a. **New Library updates**

Building Permit: Frank Rewold & Sons submitted the building permit application to the Township office on August 13.

Bond information: Bond information sold after approval of the package presented by Frank Rewold & Sons.

Will not make it on the 2024 winter tax bill.

Payments will be deferred until December 2025.

We received a timeline for the schedule of events.

b. **Fundraising:** Nothing new to discuss at this time.

9. **New Business**

a. **Construction Bid Package - Frank Rewold & Sons**

Discussed Frank Rewold & Son's answers to Trustee Coles and Trustee Gehrlein's previous questions about the bid package.

Estimated Construction Bid timeline:

Out to bid: September 24th-Oct 8th

Provide Bid Results October 8th – 9th

Conduct post in interviews October 11th – 15th

Work through bid follow up October 16-18th

Finalize GMP the week of October 21st and provide the final package to the board.

Board meeting approval October 29th.

Motion by Trustee Rogge to approve the construction bid package provided by Frank Rewold & Sons, with corrections. Second by Trustee Gehrlein. The motion passed unanimously.

b. **Michigan Paid Leave and Minimum Wage changes**

Effective February 21, 2025, the Earned Sick Time Act (ESTA) will replace the Paid Medical Leave Act, and there will be changes to Michigan's minimum wage. Currently it is estimated that minimum wage is going to be between \$12.25-\$12.48 an hour. We are being cautioned to use \$12.48-\$12.50 as a base for minimum wage for 2025 for budgeting purposes. With the new law, minimum wage will increase with the cost of living.

Under the new ESTA, employers with one or more employee must offer one hour of paid sick time accrued for every 30 hours worked without a cap, and every employee will be able to use up to 72 hours of paid time within one year. All sick time rolls over from year to year.

If you have PTO policy, instead of a sick bank of hours - it can still be compliant. Our current policy is PTO (combined vacation and sick time). This has become more common, and was suggested to us by our labor attorney when we revised our Employee Handbook in 2020/2021. However, we currently only allow staff to roll over 40 hours a year of PTO. With this new act, we will probably need to allow employees to roll over all of the unused hours.

So if we switch away from our current policy, which allows for 'front loading' of PTO (which is used for sick and vacation time), to a split between vacation time and sick time, it allows for more control, but also causes more administrative burden for tracking and implementation.

Our current policy states that PTO (vacation and sick time bank) has to be used in 4 or 8 hour blocks. One of the biggest changes for us is that it will be required to give paid sick time to employees that work less than 20 hours a week.

Director Teasdale attended a 2 hour plus workshop on September 16 that was facilitated by Clare Membiela (Library Law Specialist from the Library of Michigan) and Michael Blum (Labor Law attorney for Foster Collins Swift). Above is a very brief overview of some of the changes.

Michael Blum is who we have used for Human Resources issues, and helped LTPL to create our Employee Handbook, which includes or Time off and PTO policies. I will be reaching out to Mr Blum for a recommendation on how to revise our PTO policy to remain compliant.

c. **2025 Budget discussion**

As we will be focusing on plans for the new library, there will be very little change in staffing levels, services and collections in 2025. There will be minor adjustments to the budget to accommodate or price increases in services or materials, etc. There will also be a plan for staff increases that will show total impact based on a percentage increase. Director Teasdle will send an email to trustees about scheduling a budget workshop meeting with the board trustees before the next board meeting.

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

11. Trustee Comments:

Chuck: Good job to the staff for the summer reading program

Coles: N/A

Deeds: Said the Summer Reading report was great and she enjoyed reading it. Happy to hear about the new Little Free Library at Inspiration Park. Said the summer STEM camp was a cool idea. Thanked all the staff for their hard work.

Gehrlein: Enjoyed reading about the youth musical instrument program in the summer reading challenge report.

Gross: N/A

Rogge: Thinks that Jocelyn and Staci's Summer Reading Report was fabulous. Thanked all the staff for their hard work.

12. Motion by Trustee Gehrlein to adjourn the meeting. Second by Trustee Deeds. The motion passed unanimously. The meeting was adjourned at 8:14pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT LTPL August 27, 2024 Board meeting minutes (M. Krebs)

September 2024 Statistics Report (H. Teasdle)

September 2024 Staff Reports (H. Teasdle)

2024 Summer Reading Program Report (J. Levin)

August 2024 Disbursements/check registers (H. Teasdle)

Bills for Bond reimbursement resolution report (H. Teasdle)

Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:
October 29, 2024 @ 7:00 pm**