

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

Tuesday, October 29, 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 Sheri Rogge were present. Library Director Holly Teasdle and Recording Secretary Mercedes Krebs also attended.

3. **Approval of Consent Agenda**

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

4. **Approval of Agenda**

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

5. **Announcements and Communications:**

- a. Community Document Shredding event: November 9 (9am - 1 pm)
- b. LTPL closed in observance of Veteran's Day: November 11
- c. Friends of the Library Book Sale: November 14-17
- d. Community Reads Author Event with Kelsey Ronan: November 19 @ 7 pm - Novi Public Library

6. **Director Update**

Staff Evaluations

Director Teasdle will be completing annual staff evaluations in December and January. Together they will review goals set from the year before, as well as set goals for the upcoming year.

Michigan Library Association Annual Conference Workgroup

Director Teasdle was a member of the annual conference workgroup in 2023 and 2024, and she has decided to assist again for 2025. Meetings are virtual. It was the largest conference thus far (about 800 people).

Community Reads

The Community Reads author presentation will be on November 19 at Novi Public Library, and then we will be on hiatus until January when we begin selection for the 2025 author/book.

7. Call to the Public: N/A

8. PUBLIC HEARING: PROPOSED 2025 LYON TOWNSHIP PUBLIC LIBRARY BUDGET

Trustee Chuck opened the public hearing for the proposed 2025 LTPL budget at 7:05pm.

Motion by Trustee Gehrlein to accept the 2025 LTPL Budget as presented. Second by Trustee Deeds.

Roll Call

Chuck: aye

Coles: aye

Deeds: aye

Gehrlein: aye

Gross: aye

Rogge: aye

All Trustees were in favor. The motion passed unanimously.

Library Board Trustee Cheryl Chuck closed the 2025 public budget hearing at 7:06pm.

9. Unfinished Business

a. New Library updates

Building Permit (Lyon Township): There was a decision to waive the Building Permit fees entirely for the project. The township will cover any necessary costs.

Bond information: Once the bids are finalized and confirmed, the draft Preliminary Official Statement (POS) will be provided from Baker Tilly (financial advisor for the township). There will also be a Rating request made on behalf of the Township by Baker and Tilly to Standard and Poor's the same week. The Township should receive its bond rating at the beginning of December, with a notice of sale happening the first week of January. Bond sale and disbursement of funds to the Township by the end of January/beginning of February.

10. New Business

a. Contract Recommendation and GMP approval for New Library Project- Frank Rewold & Sons

Adam Gut and Kurt Ryder of Frank Rewold and Sons presented the contract recommendation to the board, and discussions ensued about the contract recommendations which included the guaranteed maximum price (GMP) and the overall budget.

Motion to accept the guaranteed maximum price (GMP) as presented, which is the 12,680, from Frank Rewold & Sons. Motion by Second by Gehrlein.

Roll Call:

Chuck: aye

Coles: aye

Deeds: aye

Gehrlein: aye

Gross: aye

Rogge: aye

All Trustees were in favor. The motion passed unanimously.

b. **Fund Balance Report**

Trustee Gehrlein Presentation and discussion of the Library's Fund Balance, based upon the 2023 Township Audit information.

Trustee Gehrlein commented that the fund balance was healthy at the end of 2023, which put us in a good position for the end of 2024. This puts the library in the position to have a healthy operating budget for the new facility and allows us to potentially look into new and updated technology for the new building.

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

12. Trustee Comments:

Chuck: Thanked Trustee Deeds and Trustee Gehrlein for their work on the board.

Coles: Thanked Trustee Deeds and Trustee Gehrlein for everything they've done while on the board. Says that today was another major milestone, and even though the new library project has been a marathon, we are continuing down a good road.

Deeds: Says she is very confident in Frank Rewold & Sons skills. Thanked the entire library staff for doing the best they can and for supporting Director Teasdale and the Library Board. Thanked current and previous library staff for going above and beyond during the new library campaign. Thanked the professional staff for always continuing to improve their skills, and for all the outreach they do in the community. Thanked professional staff for their detailed reports each month, and hopes the future Library Board takes the time to read them each month. Thanked all the teen volunteers who help at the library, as well as the Friends of The Library for volunteering their time. Thanked Director Teasdale for bringing her out of her shell. She is looking forward to coming to the new library.

Gehrlein: Thanked everyone that Trustee Deeds mentioned and said he has enjoyed being on the board for 8 years. Says he has met wonderful people and hopes to keep expanding relationships with everyone here. He is looking forward to staying involved in library activities. Thanked everyone for all the help over the years and wishes luck to the new Library Board and library for its future.

Gross: Thanked Trustee Deeds and Trustee Gehrlein for their service to the library.

Rogge: Thanks to Trustee Deeds and Trustee Gehrlein for all their hard work, and it was a pleasure working with them.

13. Adjourn meeting:

Motion by Trustee Coles to adjourn the meeting. Second by Trustee Gehrlein. The motion passed unanimously. The meeting was adjourned at 9:05pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT September 24, 2024 LTPL Board of Trustees meeting minutes (M. Krebs)
DRAFT October 22, 2024 LTPL Board of Trustees Special Meeting minutes (H. Teasdle)
October 2024 Statistics Report (H. Teasdle)
October 2024 Staff Reports (H. Teasdle)
September 2024 Disbursements (H. Teasdle)
Bills for Bond reimbursement resolution report (H. Teasdle)
Financial Report (D. Gehrlein)

**NEXT LTPL BOARD MEETINGS:
November 21, 2024 @ 7:00 pm**