

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

Tuesday, January 28, 2025
7:00 P.M.

1. Call to order at 7:02pm by Library Board Trustee Vice President Ed Coles.

2. Roll Call:

Trustees Dan Cash, Ed Coles, Steve Gross, and Kelley Haynes were present. Trustees Cheryl Chuck and Scott Hanton were not in attendance. Library Director Holly Teasdale and Recording Secretary Mercedes Krebs also attended.

3. Approval of Consent Agenda:

Motion by Trustee Haynes to approve the consent agenda. Second by Trustee Cash. The motion passed unanimously.

4. Approval of Agenda:

Motion by Trustee Gross to approve the agenda. Second by Trustee Haynes. The motion passed unanimously.

5. Announcements and Communications:

- a. Friends of the Library Book sale: February 6-9, 2025
Sign-up sheet on our website in case anyone has time to come help.

6. Director Update:

Freedom to Read Legislation

This legislation died in the lame duck session before the winter break. At this time, we don't know if it will be reintroduced in 2025.

Staff Reviews

All staff reviews have been completed.

State Aid Report

The annual State Aid Report was submitted on January 21, 2025. Every year the library submits a report to the State of Michigan on financials, usage statistics, staff, etc to be able to receive State Aid checks. State Aid for each library is received in three checks. Two checks go directly to the library, and the third check goes to our Library Cooperative. By law, every public library in the State of Michigan is required to be a part of a cooperative. The amount of each state aid report is decided on a per capita basis, based on the last census for your service area, as determined by the state budget.

Groundbreaking Ceremony

The groundbreaking ceremony for the new Library on Monday, December 16 at 3 pm went well! In attendance were all current LTPL Board members, many former board members, all members of the Township Board, representatives from Quinn Evans, Civil Engineering Solutions, Frank Rewold and Sons, members of the Reimagine LTPL campaign, and library staff. The library did not close during the event. We are working on planning a future event with Frank Rewold & Sons and Quinn Evans for public involvement.

Changes to Michigan minimum wage

A Michigan Supreme Court ruling means state minimum wages will rise through 2028. The LTPL 2025 wages/budget already includes the February 21, 2025 change, with the minimum wage rate for Library Pages receiving \$12.50/hour.

Changes to paid sick leave

The Michigan Supreme Court also ordered organizations with 10 or more employees to provide up to 72 hours of

paid sick leave each year to employees. Our policy will be re-written by our employment attorney (Foster Swift) to make sure it is in compliance, and will come before the board for approval once it is reviewed and changed.

7. Call to the Public: N/A

8. Unfinished Business

a. New Library updates

Construction updates

Construction Update:

- Construction began November 18, 2024
- There was a delay in the delivery of site trailer
- Temporary road in went in first week of December
- Building pad outlines began first week of December
- Temporary fence started to go in first week of December, was finished by first week of January
- Soil stripping & Proof rolling: MTC did testing after soil stripping and earthwork began. They felt the ground was too wet, so another foot would have to be stripped off then proof-rolled again due to soil conditions.
- AT&T is actively involved in the project. The site engineer will come on board to work on fiber.
- Agreement was signed with Crystal Creek.
- Preliminary revised structural design of the pedestrian bridge is underway. More soil borings will be taken in the last week of January to aid in the design.
- Starlink was set up on site in the second week of January to accommodate internet hook up at the site.
- Underground storm piping began the week of January 7.
- Foundation crew also mobilized the week of January 7.
- Temporary power has been installed by DTE.
- New poles were dropped off in the first week of January.
- Project sign is installed on site near the gate on Milford Road.
- Dewatering of the site began on January 9, as the high water table is impacting underground work.
- Due to extreme cold conditions there were no crew on site January 21 and January 22.
- Spalding will close on July 1 for 84 days, then the Milford Road closure will happen immediately after and be 42 days for the road widening, per the Road Commission of Oakland County. Milford Road closure is set to start in September. Frank Rewold & Sons is positive this will not affect the overall project timeline.

Bond sale

- Baker Tiller's closing letter is dated January 21, 2025.
- Director Teasdale attended the Standard and Poor's rating meeting on December 19. The Township received an AA+ rating.
- The UTGO bond notice of sale went live on January 7, 2025.
- Five bids were received during the sale of the bonds, and Raymond James & Associates was the winning bidder by providing the lowest True Interest Cost (TIC) of 3.904507%.
- The sale of the bond occurred on January 16.
- The schedule of the repayment of bonds ends in 2046. The low percentage rate combined with the increase in total taxable value means we are able to decrease the 30 year repayment to 20.

Quinn Evans

Lindsey Suardini, Quinn Evans architect who was the library's Project Manager, was laid off from the firm in December 2024. The new Project Manager is Alexander Fritz, who has thus far been knowledgeable and easy to work with.

b. Fundraising

Trustee Coles spoke with Ann Dilcher from Quinn Evans Architects about providing a quote for a Coles. The quote came to \$6,000. This package would include design options for a donation wall, and suggestions as to which wall will be used, as well as themes and drawings of their recommendations. The board would also receive PDFs for brochures and pictures to use to promote and fundraise.

Motion by Trustee Gross to approve the fundraising proposal from Quinn Evans not to exceed \$8,000. Second by Trustee Haynes.

Roll call:

Cash- Yes

Chuck - N/A

Coles - Yes

Gross - Yes

Hanton - N/A
Haynes- Yes
The motion passed.

Discussion about the investment of fundraising money.

9. New Business

a. **Event Space/Meeting Room Technology Contract - MDIS (Teasdle)**

With planning and discussion with Quinn Evans and MDIS, it was decided to go with wall mounted AV solutions in event and meeting spaces due to design aesthetics. What is proposed is more practical and flexible than projection systems, as well as lower in cost.

Director Teasdle did not bid out the AV technology with other companies because it was decided at a previous board meeting that as we already contracted MDIS for the Security System, network cabling and digital signage, that we would remain with MDIS for AV. MDIS was the lowest bidder for all previously awarded contracts. MDIS was highly recommended by our library cooperative, TLN.

Motion by Trustee Haynes to approve the MDIS event space/meeting room AV Solution proposal for the total amount of \$89,362.97. Second by Trustee Cash.

b. **Paging System contract - MDIS (Teasdle)**

Due to the size of the new library, it is necessary for the library to have a paging system not only for automated messages for the public/staff on opening/closing/event information, but for emergency notifications,

Motion by Trustee Gross to approve the MDIS Paging System Solution proposal for the total amount of \$9,180.00. Second by Trustee Haynes.

c. **Wireless System equipment - TLN (Teasdle)**

We currently have a Meraki router/system for wireless in our current library space, as this is the recommended hardware from our library cooperative (TLN). We are purchasing the equipment from TLN as we are able to get a better discount on the equipment than what we could get through MDIS. The wireless equipment will be maintained by TLN, and will be covered in our annual library co-operative costs. Pay MDIS to install.

Motion by Trustee Haynes to approve the Wireless System equipment proposal from The Library Network in the amount of \$16,383.10. Second by Trustee Gross.

d. **Wireless System installation - MDIS (Teasdle)**

MDIS will be handling the installation of the Wireless system that is being proposed to purchase through TLN.

Motion by Trustee Gross to approve the MDIS wireless system installation proposal from MDIS in the amount of \$2,025. Second by Trustee Cash.

Roll call vote on 9a - 9d for total expenditure amount of \$116,951.07

Cash - Yes
Chuck - N/A
Coles - Yes
Gross - Yes
Hanton - N/A
Haynes - Yes

The motions for 9a-9d passed.

e. **New Technology hardware (Teasdle)**

New technology for the new library is coming out of the Library's fund balance, and is not a part of the bond. This decision was made to reduce costs of the overall project and keep the bond lower.

The library will be sending a 50% deposit to MDIS for all equipment, and MDIS will store the equipment until time of installation.

The total amount sent to MDIS at this time will be \$64,909.54 (this includes security system, network cabling, digital signage, paging system, and event/meeting space technology).

\$16,383.10 will be paid to TLN for the entire cost of the hardware for our Wireless network solution.

f. **Trustee By-laws Review (Chuck)**

Trustee Chuck was not in attendance, so this was tabled until the next board meeting.

g. **Library Board training (Teasdle)**

Clare Membiela, Library Law Specialist with the Library of Michigan, provides Library Board training, and is willing to come to an upcoming board meeting. Clare would bring handouts, booklets and other helpful information.

The board decided to invite Clare Membiela from the Library of Michigan to the next LTPL Board meeting on February 25 to provide library board training.

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

11. Trustee Comments:

Cash: The board did a great job tonight.

Chuck: N/A

Coles: Thanked Director Teadle for everything she does behind the scenes for the new library. Thanked the new board members for attending.

Gross: Thanked Mercedes for the groundbreaking photo booklet. Says he's met with former Trustee Gehrlein and Director Teasdle to work on becoming more familiar with the financial reports as the new treasurer.

Hanton: N/A

Haynes: Go team. Great job to everyone.

12. Adjourn meeting:

Motion by Trustee Haynes to adjourn the meeting. Second by Trustee Gross. The motion passed unanimously. The meeting was adjourned at 8:20 p.m.

Respectfully submitted by Recording Secretary Mercedes Krebs.

**NEXT LTPL BOARD MEETINGS:
February 25, 2025 @ 7:00 pm**