

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

**Tuesday, February 25, 2025**  
**7:00PM**

**1. Call to order at 7:04pm by Library Board Trustee Vice President Ed Coles.**

**2. Roll Call:**

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

**3. Approval of Consent Agenda**

Motion by Trustee Hanton to approve the consent agenda. Second by Trustee Haynes. 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. Presentation: LTPL Board training - Clare Membiela, Library Law Consultant, Library of Michigan**

- Clare Membiela came to present Library Trustee Training.
- She touched on the history of Michigan libraries, and why boards are necessary and important.
- She talked about where the library fits as a largely autonomous government entity. Talked about the library vs the library's nonprofit friends group, and how board members should not hold an officer position on the board, for it's a conflict of interest.
- Talked about the board's roles, and the difference between an advisory board and governing board
- Talked about what board members do - their responsibilities, authorities, and duties.
- Discussed the Library Privacy Act, which protects patrons privacy and the first amendment right to obtain information
- Discussed Intellectual Freedom and what to do about book challenges.

**6. Announcements and Communications:**

- a. Friends of the Library Book sale: February 6-9, 2025
- b. March 18, 2025 - Annual meeting of LTPL Board

**7. Director Update:**

Changes to Michigan minimum wage/earned sick time

February 21, 2025 is the deadline for changes to Michigan's minimum wage and earned sick time laws. Governor Whitmer requested moving the deadline to July 1, 2025 if both sides of the aisle have not come to an agreement.

LTPL's Employment Law attorney Michael Bloom with Foster Swift has provided a draft of a new policy for PTO that would be in compliance with the new law. Once a deal is struck in Lansing, we can make the policy official, or have it revised by our attorney so it is in compliance. The current procedure will work for now.

The biggest change is that employees who work less than 20 hrs will now receive paid time off, which is frontloaded based on the amount of hours they worked the previous year.

Federal funding impact on public libraries

If federal cuts happen to the Institute of Museum and Library Services (IMLS), it could impact Michigan State Aid for libraries, and some services from the Library of Michigan. In 2024, Michigan received \$8.2 million dollars from IMLS for museums and libraries, in which \$1.6 million went directly to library services. One service that IMLS funds is our statewide lending system, MeLCat. Another are the statewide databases that are available to public libraries and public

schools. If State Aid were to be reduced or eliminated, there would be a substantial increase in fees to The Library Network, our library co-operative.

As of right now there have been no stated plans from the Library of Michigan on future budget impacts.

#### Staff presentations

In previous years the professional staff have given annual reports to the board so that trustees have a better idea of what the staff does on a day to day basis. Each staff member will submit a written annual report and give a presentation during regularly scheduled board meetings. The schedule:

March 18: Youth Services Jocelyn Levin/Staci Kokenakes

April 29: Genealogy Cathy Cottone

May 20: Technology Marj Dixon

June 24: Technical Services/LTPL Grows Pam Quackenbush/Alta Moore

July 29: Marketing, Outreach, and Adult events Mercedes Krebs

#### **8. Call to the Public: N/A**

#### **9. Unfinished Business**

##### **a. New Library updates**

- Construction updates

- No major safety concerns, just low hanging wires that will be dealt with by DTE.

- Foundations were finished by January 27, 2025.

- A water well was found on the site.

- Consumers planners have been on site coordination started with them

- plan for all utility work that's coming from across the street will happen before the road closure.

- The underground piping is finished for now. This is the first phase of three of dewatering that will be done at the site since the water table is still high.

- The existing power polls are scheduled to be removed by DTE around the end of March or beginning of April.

- Coordination with AT&T is underway.

- Inspections from the township have been happening on schedule and Civil Engineering Solutions (CES) has been out to check things at the site.

- Continuing coordination with Crystal Creek and the sanitary sewer tap. The driveway that has the tap under it will no longer be torn up because it is too close to the foundation of the condo, so instead they will drill down and over from and across the road to be on the safe side.

- Civil Engineering Solutions (CES) is working on drain design for the parking lot - will likely have to be approved through the county.

- Quinn Evans Architects are reviewing the contract with MTC for quality control checks.

- Bond sale

- The bond sale transfer was on January 30, 2025.

- Director Teasdale has submitted bills for reimbursement for the bond to Eric McGlothlin of Dickinson and Wright. There were no issues with any of the past paid invoices, so the library will be reimbursed.

- The bond for the construction of the library will be paid off in 20 years, not 30 years.

- The millage rate for the bond will reduce over time, as the population, and taxable value, of the Township is expected to continue to rise over many years.

##### **b. Fundraising**

Contract with Quinn Evans for contracted work for fundraising for the new building was signed for a total amount of \$7,250. They will begin working on fundraising material in March.

#### **10. New Business: No new business**

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

## **12. Trustee Comments**

Cash: None

Chuck: N/A

Coles: Thanked Director Teasdle for organizing the Library Board trustee training with Clare, and appreciates all the work she does for the new library.

Gross: Thanked Director Teasdle for organizing the trustee training, and says to give Clare positive feedback because it was a very good, informative training. Thanked the staff for all the work they do.

Hanton: Thanked the staff for all the programs they put on, and thanked the board members for covering for him last month while he was away. Thanked Director Teasdle for explaining the new library updates.

Haynes: None

## **13. Adjourn meeting:**

Motion by Trustee Hanton to adjourn the meeting. Second by Trustee Haynes. The motion passed unanimously. The meeting was adjourned at 9:27pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

### **Consent Agenda**

DRAFT January 28, 2025 LTPL Board of Trustees meeting minutes (M. Krebs)

February 2025 Statistics Report (H. Teasdle)

February 2025 Staff Reports (H. Teasdle)

January 2025 Disbursements (H. Teasdle)

Finance Report (S. Gross)

### **NEXT LTPL BOARD MEETINGS:**

**March 18, 2025 @ 7:00 pm**