

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

Tuesday, March 18, 2025
7:00 PM

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

2. Roll Call:

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

3. Approval of Consent Agenda

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

4. Approval of Agenda

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

5. Announcements and Communications: Claire Membilia from the Michigan State Library sent books and handouts for the trustees.

6. Director Update:

A check fraud investigation began back in August of 2023 when a check was cut to Envisionware for the library's purchase of RFID tags and software. As the check was being sent to Envisionware, it was intercepted and cashed. The bank has finally reimbursed the library, so the library could reissue the check to Envisionware.

7. Call to the Public: N/A

8. LTPL Board of Trustees Annual Meeting

a. Election of Officers

I. President

Trustee Coles nominated Cheryl Chuck for President, and Trustee Gross seconded. Trustee Chuck accepted the nomination. There were no objections. All in favor said aye. Cheryl Chuck will remain as president of the Lyon Township Public Library Board of Trustees.

II. Vice President

Trustee Coles nominated himself. Trustee Chuck nominated Ed Coles for Vice President. Trustee Gross seconded. There were no objections. All in favor said aye. Ed Coles will remain the Vice President of the Lyon Township Public Library Board of Trustees.

III. Treasurer

Trustee Gross nominated himself. Trustee Chuck nominated Steve Gross for Treasurer. Trustee Cash seconded. There were no objections. All in favor said aye. Steve Gross will be the Treasurer for the Lyon Township Public Library Board of Trustees.

b. Review of Board By-laws

Trustee Chuck asked for the bylaws to be included in the board packet so that all the trustees would review them.

Trustee Chuck also asked Trustees to let both her and Director Teasdale know when they will be absent from a board meeting in case quorum is not met and another meeting needs to be scheduled.

9. Unfinished Business

a. New Library updates (Teasdle)

- **Construction updates**

- No safety concerns on the project. DTE will be dealing with low hanging wires soon.

- MDIS to coordinate with AT&T and The Library Network (TLN) on fiber connection.

- The fire alarm and sprinkler system being installed is being handled by Frank Rewold & Sons and the electrician that was hired as a subcontractor. We hold a separate security system contract with MDIS, who has contracted the library with Pointe Alarm for monitoring the security system after installation. There is no company that has been engaged for monitoring of the Fire Alarm monitoring system yet.

- Sanitary system in Crystal Creek: Rewold has estimated that boring to the connection will happen in June of 2025.

- Pedestrian Bridge: CES is updating the civil drawings, and the structural engineer that Rewold engaged is 3 quarters done with the design. Rewold is authorizing \$20,000 for pre-design services.

- DTE was on site the week of March 10 to put a new transformer on site. DTE is currently working on pulling wire through conduit. Once this work is completed, they will be able to take down the existing power lines and poles by April 15.

- Consumer's has decided to bring up a line from 11 mile road instead of under the road from Crystal Creek. This will be done before the road work begins.

- Currently working to solicit proposals for an outdoor digital sign. Hope to have proposals for the board by either the April or May meeting. Some options are a local vendor from Lyon Township, a company who has done work for Frank Rewold & Sons, and another company who has worked for Lyon Township.

- **Bond information**

- No bond management update.

Trustee Gross met with the township's treasurer Patty Carcone about sharing monthly expenditure reports for both the bond account and the 2.5 million township commitment to the shared site. They are accounted for independently.

b. Fundraising (Coles & Teasdle)

Account for Donations

Director Teasdle reviewed the account for library donations options with the trustees.

Quinn Evans - Fundraising Contract

Trustee Coles and Director Teasdle met with representatives from Quinn Evans on March 12 to discuss scope of work that Quinn Evans is completing for the new library for fundraising, including donor wall possibilities, interior and exterior features that would be supported by donors, signage, etc.

Trustee Coles talked about the possibility of donor bricks or tiles, which are good entry level donation items and many libraries have them. He found a possible place to purchase them from called "That's My Brick", and has requested an information packet from them. The library board will receive more information at a later date.

10. New Business

a. **Presentation: Youth & Teen Services Annual Report, Jocelyn Levin, Youth Services Librarian**

Motion by Trustee Cash that the Library Board of Trustees accept the Youth Annual Report for 2024 as presented. Second by Trustee Coles. The motion passes unanimously.

b. **Comprehensive PTO Policy (Teasdle)**

The Comprehensive PTO policy was revised with the assistance of Michael Blum, employment law attorney of FosterSwift. Director Teasdle attended two webinars - one with FosterSwift, and another with the Michigan Department of Labor, after the last minute changes were made to the Earned Sick Time Act (ESTA), and before final approval with the State of Michigan on February 20, 2025. This became effective on February 21, 2025. Employees who work under 20 hours a week will now receive PTO, and it will be frontloaded.

Motion by Trustee Gross to accept the Comprehensive PTO Policy as presented, and for inclusion within the LTPL Employee Handbook. Second by Trustee Hanton. All trustees said aye. The motion passed unanimously.

c. **LTPL Board liaison to Library Director (Hanton)**

Trustee Hanton nominated himself to fulfill the role of a liaison between the board and the library director. During the Library Board Trustee training with Claire Membilia from the Michigan State Library, she suggested that a trustee take on this role.

Not all communication is expected to go through Trustee Hanton. There were no objections to this from the board members, and they all were in favour of Trustee Hanton becoming the library board's liaison.

d. **LTPL 2024 Annual Report (Krebs)**

The Library Board of Trustees reviewed the LTPL 2024 Annual Report.

Motion by Trustee Coles to accept the 2024 Annual Report as presented. Second by Trustee Gross. The motion passed unanimously.

e. **Change orders and contracts (Teasdle)**

Motion by Trustee Cash to give Director Teasdle the authority to approve contracts and change orders that are within the approved scope of work of the library construction project that make no changes to the approved project budget (GMP). The Board also approves Director Teasdle to approve change orders on the project with a not to exceed amount of \$20,000 . Second by Trustee Gross. All trustees said aye. The motion passed unanimously.

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

12. Trustee Comments:

Cash: Thanked Jocelyn and Mercedes for the annual reports. Said he still has a lot to learn about how the library is run, so he appreciates the work put into Jocelyn's presentation.

Chuck: Told Jocelyn her annual report was very nice. Likes the annual library report from Mercedes. She is glad to be moving in the right direction with the new library. Thanked Trustee Hanton for stepping up to be the liaison.

Coles: Said he is impressed by everything that goes on behind the scenes at the library.

Gross: Happy to be making great progress for the new library building. Thanked Jocelyn for her comprehensive youth & teen services annual report, and thanked Mercedes for creating the annual library report.

Hanton: Thanked all the library staff for all the work they do.

Haynes: N/A

13. Adjourn meeting:

Motion by Trustee Hanton to adjourn the meeting. Second by Trustee Gross. The motion passed unanimously. The meeting was adjourned at 8:50pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT February 25, 2025 LTPL Board of Trustees meeting minutes (M. Krebs)

March 2025 Statistics Report (H. Teasdle)

March 2025 Staff Reports (H. Teasdle)

February 2025 Disbursements (H. Teasdle)
Finance Report (S. Gross)

NEXT LTPL BOARD MEETINGS:
April 29, 2025 @ 7:00 pm