

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

**Monday, June 2, 2025**  
**7:00 PM**

1. **Call to order at 7:01 by Library Board Trustee President Cheryl Chuck.**
2. **Roll Call:**  
Trustees Dan Cash, Cheryl Chuck, Ed Coles, Steve Gross, Trustee Kelley Haynes were present. Trustee Scott Hanton was not in attendance. Library Director Holly Teasdle and Recording Secretary Mercedes Krebs also attended.
3. **Approval of Consent Agenda**  
Motion by Trustee Coles to approve the consent agenda. Second by Trustee Gross. The motion passed unanimously.
4. **Approval of Agenda**  
Motion by Trustee Haynes to approve the agenda. Second by Trustee Cash. The motion passed unanimously.
5. **Announcements and Communications: Kite Fest on Saturday 7th and Sunday 8th.**
6. **Director Update:**  
**Hoopla**  
Costs for Hoopla have risen in the past year. The payment model for Hoopla is per checkout. We are currently paying a much higher cost for hoopla than we are OverDrive (2-3x the cost per checkout, currently). In efforts to keep the costs down, but access to the materials that our users want - we have reduced cardholder checkouts from 5 a month to 4, and stopped push notifications and emails about remaining checkouts left to users per month. This is in an effort to not eliminate the service, but to control costs. There are many titles available on hoopla that are not available on OverDrive, and items are available for use with no wait/holds.

**Shared System Upgrade to Cloud storage**

On May 4, TLN migrated our Shared System (Shared library catalog) to Oracle Cloud Infrastructure (OCI). Previously, it was hosted on local servers. TLN was the last CARL customer to host our own servers. The migration was successfully completed.

**Northville District Library to leave Shared System**

Northville District Library has voted to leave the Shared System and will now be what is referred to as a Stand Alone library, in terms of the library catalog and resource sharing. Members of the Shared System can order books from other Shared System libraries directly from our shared catalog. Stand Alone libraries, if they do not have an item on their shelves, must order books through MelCat.

**Website - Rebranding**

With the new library opening next year, we are working towards a complete rebranding. We will be updating all of our collateral with the new address change. We will launch a new logo and website, which will align with our new design, aesthetic and colors at the same time that we open the building. This also allows us to examine other features such as our calendar and ADA compliance (which is now required by law).

**Free Covid Tests**

With federal funding cuts to MDHHS, the free COVID tests to public libraries has been eliminated. The library received one last shipment, so the library has some self-tests left that we expect to go within the next month or so. Since 2022, we have passed out over 6,000 free COVID tests to residents of Lyon Township.

**Lyon Township DDA Presentation**

Director Teasdle presented about the new library project at a breakfast hosted by the Lyon Township DDA. The meeting included networking as well as presentations from Amy Allen of the DDA and Brian Keesey, the Township Planner. She asked Amy and Brian to do a similar presentation at the library for patrons, and that presentation happened on Wednesday, June 4.

**Staff Changes**

Melissa Ulmer, who was a Library Clerk at LTPL since September 2022, put in her two-week notice on April 2. Interviews for her Clerk position were held April 9-14, and an offer was made and accepted by our new Library Clerk, Katie Swanson.

### **IMLS funding**

IMLS and the funding that it provides to libraries and museums had been eliminated. However, IMLS has seen partial restoration of operations following a federal court ruling in Rhode Island vs Trump. On May 13, Judge John McConnell Jr issued a preliminary injunction halting the administration's efforts to dismantle IMLS under Executive Order 14238, which had terminated staff and grants in March. The court mandated the reinstatement of employees and grant programs, prompting the administration to report progress by May 20, including the return of staff members and restoration of competitive grants in the 21 plaintiff states (of which Michigan is one). IMLS is now working to reinstate contracts and resume funding disbursements, contingent on the return of key personnel. Despite compliance with the injunction, the administration has appealed the decisions, seeking a stay and arguing the order oversteps statutory limits. Looking ahead, legal battles will shape IMLS's future. As of now, States have been assured that we will receive 50% of the planned for funding, which will maintain some Library of Michigan staff, MeLCat, and at least some of State Aid to libraries. Databases and many other statewide programs will probably be reduced and/or eliminated.

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

## **8. Unfinished Business**

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

#### Contingency Budget (data provided by Rewold)

- o Construction contingency: current balance is \$433,144. We have used \$0 of construction contingency thus far.

- o Trade allowances: current balance is \$764,453. We have used \$252,914 of various allowance funds thus far. That is 25% of the original total of \$1,017,367, and the current completion status is roughly % based on last billing. Allowance usage is tracking very close with actual construction progress.

- Sanitary system in Crystal Creek: Rewold is in coordination/dialogue with Crystal Creek on bringing the utilities under the road. It was decided that due to school buses, they will postpone closure of the entrance to Crystal Creek until after school is out. They will not be tearing up the driveway or lawn of the first condo as they will be boring over to the connection. Cost for boring was no more expensive than restoration. De-watering on both sides of Milford road has already started, and a change order for trade allowance has already been approved. They are currently working on the water main, which should be completed next week, then moving on to the sanitary sewer, which should be completed the week of the 16th.

- Pedestrian Bridge & asphalt for parking lot: Design for the pedestrian bridge has been completed and bids went out. The cost change for the new design was over \$100,000. This savings will allow for another inch of asphalt on the parking lot.

- Consumer's: Consumer's is ready to run gas to the building when Rewold is ready for them to. They want to complete the water main and sanitary sewer first, so as not to run the risk of hitting the gas line.

- DTE: Removed the old power lines from the site on April 17, and Rewold took the poles down on April 23. There was a delay from DTE as most workers were called to work on the ice storm clean up in northern Michigan. The parking lot lighting design has been approved - we are waiting on DTE to move forward.

- Block/brick work: Block work is completed, and they are moving on to brick. Damp Proofing around the building has also been completed.

- Structural steel: Installation is estimated to be completed by the 9th.

- Road closure: The road closure on Milford schedule has already been pushed back to the end of September due to work on Spalding. Rewold will coordinate with subcontractors on the change in schedule.

- Door hardware: currently finishing up details on door hardware. Investigating the addition of a touch button for an automatic door at the staff entry into the library as we will be pushing carts in and out of the door all day long - looking to limit damage to the door.

- Numbers on doors: Rewold stated that the Fire Department wants us to put numbers on all exterior doors (like they do for schools) for emergencies. Will be discussed further.

- Art at library: Director Teasdale wants to propose the new library site be a potential site for the orange man sculpture. The Library Board Trustees agreed to reach out to the township and the artist of the sculpture.

### **b. Bond update - financials (Gross)**

- Trustee Gross went over the library financial report.

-He went over the library operating financial roles, the township, LTPL director, and the LTPL board, and the responsibilities of each role.  
-He also discussed the library *construction* financial roles-> the township, LTPL director, Frank Rewold & Sons, and the LTPL board and what the responsibilities look like.  
-LTPL treasurer (Trustee Gross) is still working with the township on building-related budget tracking. The current financial reporting is lagging expenditures by up to 3 months.

c. **Fundraising (Teasdle/Coles)**

-Worked with Quinn Evans on marketing materials to get donors, and Director Teasdle and Trustee Coles met with interior designer Fatima to go over ideas.  
-Trustees discussed the packet and the different pieces that could be indoor and outdoor. All will match the aesthetic of the library.  
-Quinn Evans will create a brochure to share with the public that will explain items and price points of the items (and installation) will determine the funding levels.  
-Discussion ensued about what the Trustees are interested in having inside and outside the library. Examples: Inside the library: manipulatives, donor wall, art outside the library, and outdoors: engraved paver stones, and manipulatives.  
-Trustee Teasdle and Trustee Coles will schedule a follow-up meeting with Fatima.

9. **New Business**

a. **Presentation: Genealogy Annual Report (Cathy Cottone, Genealogist)**

Motion by Trustee Haynes to accept the Genealogy Annual Report as presented. Second by Trustee Cash. The motion passed unanimously.

b. **Monument Sign (Teasdle)**

A monument sign at the entrance to the new library site on Milford Rd was not a part of the original design contract with Quinn Evans. Quinn Evans is designing the sign. Conduit has already been laid for power to go out to the sign, and there will be bricks leftover from the building for the sign base. We hope to have a design completed and with Township approval by the end of June so we can turn them over to Rewold to get it in the construction timeline.

Trustees discussed the two concept designs provided to them from Quinn Evans, and all of the Trustees liked concept design 2.

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

11. **Trustee Comments:**

Cash: N/A

Chuck: Thanked Trustee Gross for introducing himself to the Scorpions. Thanked Cathy for her Genealogy presentation, and Trustee Gross for his financial report. Discussed the importance of communication between the Trustees and replying to emails in a timely manner.

Coles: Thanked Trustee Gross for his hard work on the financial presentation, and thanked Director Teasdle for keeping everyone updated about the new library project.

Gross: Is looking forward to the new building, and is glad to be making continual progress.

Hanton: N/A

Haynes: N/A

12. **Adjourn meeting**

Motion by Trustee Coles to adjourn the meeting. Second by Trustee Gross. The motion passed unanimously. The meeting was adjourned at 9:48pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

**Consent Agenda**

DRAFT March 18, 2025 LTPL Board of Trustees meeting minutes (M. Krebs)

May 2025 Statistics Report (H. Teasdle)

April/May 2025 Staff Reports (H. Teasdle)

March/April 2025 Disbursements (H. Teasdle)

Finance Report (S. Gross)

**NEXT LTPL BOARD MEETINGS:**

**June 24, 2025 @ 7:00 pm**