

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

Tuesday, October 28, 2025
7:00 PM

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

2. Roll Call:

Trustees Dan Cash, Cheryl Chuck, Steve Gross, Scott Hanton, and Kelley Hayes were present. Trustee Coles 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. No objections. The motion passed unanimously.

4. Approval of Agenda

Motion by Trustee Cash to approve the agenda. Second by Trustee Gross. No objections. The motion passed unanimously.

5. Announcements and Communications: November 18 is the last scheduled board meeting for the year.

6. Call to the Public: N/A

7. PUBLIC HEARING: PROPOSED 2026 LYON TOWNSHIP PUBLIC LIBRARY BUDGET

Trustee Chuck opened the public hearing for the proposed 2026 LTPL budget at 7:03pm.

Motion by Trustee Cash to open the 2026 LTPL Budget public hearing. Second by Trustee Hanton.

Commentary: Looked over the changes that were made on staffing at the new library. Reflect 6% wage increase. Talk to liability insurance agent for township - coverage as part of the umbrella for the township. A budget number would be 11,000 insurance for yearly cost of insurance for the brand new building, but not sure when it starts.

Discussion of the budget ensued.

Motion by Trustee Haynes to approve the 2026 LTPL Budget public hearing as amended with total revenue of 2,496,056, and total expenditure of 2,315,971. Second by Trustee Hanton. No objections.

Roll Call:

Cash: yes

Chuck: yes

Coles: N/A

Gross: yes

Hanton: yes

Haynes: yes

The motion passed unanimously.

Motion by Trustee Cash to close the 2026 LTPL Budget public hearing discussion. Second by Trustee Gross. No objections. Trustee Chuck closed the 2025 public budget hearing at 7:25pm.

8. Unfinished Business

a. New Library updates (Teasdle)

- The Milford road closure began on October 1 and work is still progressing on target.
- Quinn Evans working on the design and materials needed for exterior landscape lighting. Frank Rewold & Sons currently has it out to bid.
- Interior plumbing work continuation for installation of toilets/sinks, etc.
- 4 additional roof top drains (that drain internally) have been installed.
- Interior electrical work is in process
- Curbs/paving completed until final layer of asphalt in spring prior to opening.
- Waiting on light poles for the parking lot
- The last large gable window in the large event space is currently being installed. This window, as well as the other large gable window in Adult services are made of bird glass, to stop song birds from hitting it. Some of the interior glass has also been installed.
- Site work has begun for the pedestrian bridge.
- Monument sign design and sign selection has been completed. Digital sign will be procured by MDIS, who has provided the rest of our technology needs.
- The reinforcements to the roof where the HVAC units will be sitting were installed.
- Wall framing is ongoing. Drywall will start soon
- Fire suppression system is being installed
- The LTPL Board approved the 26 x 12 Pergola on October 22. Rewold has been informed and will coordinate with Skyview Detroit.
- MDIS was onsite this past week to confirm locations for low voltage and data drops. Their work on camera port installation and running data cabling will begin the first week of November.
- FF&E package went out to potential bidders on October 8. All proposals are due by 5:00 pm on October 27. Will review submittals with QEA, and anticipate having a recommendation to the LTPL Board at the November board meeting.
- Director Teasdle is working with Library Design on moving coordination. Moving the library will be done in stages. This is currently scheduled to begin in April.

b. Fundraising (Teasdle/Coles)

- Will launch the website when we are ready to go forward with the brick donations.
- Trustee Haynes went over her strategic fundraising outline with the other trustees and lots of discussion ensued.
- Trustee agreed it is a good idea to build an excel sheet or use a software to track donations. TechSoup may be a possible option to use to track.
- There are line items in the budget for planning services, marketing and promotion, and printing and publishing.
- A fundraising committee should be created to plan and research and delegate jobs.

c. Future Planning (Teasdle)

Building planning:

NO UPDATE - will have more information after the FF&E package has been awarded.

ii. Millage: NO UPDATE.

iii. Community Engagement: NO UPDATE

iv. Rebranding and New website: RFP for website will go out the week of November 1.

v. Staffing adjustments: Director Teasdle will hire a Head of Adult Services, Head of Youth Services, two part time clerks and three part time assistants. Plans are to put job postings out in April, and hire in May.

vi. Fundraising: Discussed earlier in the agenda.

9. New Business

a. 2026 Hours of operation and closing

Motion by Trustee Gross to approve the library's 2026 hours of operation and closure dates as presented. Second by Trustee Haynes. No objections. The motion passed unanimously.

b. 2026 LTPL Board meeting dates

Motion by Trustee Hanton to approve the Lyon Township Public Library Board of Trustee's meeting dates in 2026, to be amended to begin at 6:30pm instead of 7:00pm. Second by Trustee Cash. No objections. The motion passed unanimously.

c. Quinn Evans - contract for fundraising services

This is a contract of understanding that the library will pay Quinn Evans for staff time provided design, documentation, coordination, and support as needed for items that have been identified as fundraising items that we will need their assistance with.

Motion by Trustee Gross to approve Quinn Evans contract for fundraising services as presented. Second by Trustee Haynes. No objections. The motion passed unanimously.

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

11. Trustee Comments:

Cash: N/A

Chuck: Trustee Gross is doing great as treasurer. Great job to Trustee Haynes for her fundraising work.

Coles: N/A

Gross: Thanks to Director Teasdale for all of her budget preparation work.

Hanton: Thanks Director Teasdale and the LTPL staff for all the good things they do in the library. Thanks Trustee Gross for doing the financial work. Thanks to Trustee Haynes for her fundraising research and outline.

Haynes: Great work to everyone, and great conversation and collaboration with fellow trustees tonight.

12. Adjourn meeting

Motion to adjourn the meeting by Trustee Gross. Second by Trustee Hanton. The meeting adjourned at 8:42pm.

Consent Agenda

DRAFT September 30, 2025 LTPL Board of Trustees minutes (M. Krebs)
October 2025 Statistics Report (H. Teasdale)
October 2025 Staff Reports (H. Teasdale)
September 2025 Disbursements (H. Teasdale)
Finance Report (S. Gross)

**NEXT LTPL BOARD MEETINGS:
November 18, 2025 @ 7:00 pm**