

Meeting Minutes
Lyon Township Public Library Board of Trustees Meeting

27005 S. Milford Rd
South Lyon, MI 48178

Tuesday, November 18, 2025
7:00 PM

1. **Call to order at 7:00pm by Library Board Trustee Cheryl Chuck.**
2. Trustees Dan Cash, Cheryl Chuck, Ed Coles, Steve Gross, Scott Hanton, and Kelley Haynes were present. Library Director Holly Teasdle and Recording Secretary Mercedes Krebs 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 Hanton. The motion passed unanimously.

5. Announcements and Communications:

- a. Library closures: November 27 & 28 (Thanksgiving); December 24, 25 & 26 (Christmas); December 31 & January 1 (New Years)
- b. Reminder - no December meeting
- c. LTPL Board meetings will begin at 6:30pm starting in 2026.

6. Call to the Public: N/A

7. Unfinished Business

a. New Library updates (Teasdle)

- Milford Road opened up on Monday, November 17.
- Director Teasdle has worked with Quinn Evans on the design and materials needed for exterior landscape lighting. Frank Rewold & Sons currently has it out to bid.
- Interior plumbing work continuing for installation of toilets/sinks, etc.
- Four additional roof top drains (that drain internally) have been installed.
- Curbs/paving completed until final layer of asphalt in spring prior to opening. Some curbs will need to be cut in as well.
- Parking lot lighting is installed.
- All exterior glass is installed.
- Steel has been put in for the pedestrian bridge.
- Monument sign: Design and sign selection completed. Digital sign will be procured by MDIS, who has provided the rest of our technology needs. It will have the same software (Optisign) as the rest of the library's interior digital signage. Construction of the monument sign has been delayed.
- Drywall has started.
- Fire suppression system is currently being installed.
- Pergola: Skyview Detroit, Quinn Evans and Rewold are finishing site drawings for the footings.
- MDIS was onsite this past week confirming locations for low voltage and data drops. Their work on camera port installation and running data cabling will begin next week.

b. Fundraising updates (Teasdle/Haynes)

No updates.

c. Future Planning (Teasdle)

Building planning: FF&E package is on the agenda under new business. Exact moving dates, which will dictate closure dates, will be identified later this winter.

Millage: Board members will come to a consensus in late winter/early spring on future library needs and decide on a millage amount.

Rebranding and New website: Proposals for the new website/rebranding is on the agenda under new business.

Staffing adjustments: Director Teasdle will hire an 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. Further staffing needs will be decided along with the replacement millage amount.

8. New Business

a. FF&E Proposals

RFP went out on October 8, and proposals were accepted through 5:00 pm on October 27. The FF&E proposals include all of the proposed furniture and details. Six vendors received the RFP, and four companies turned in proposals: Interior Environments, Trellis, ISCG, and NBS Commercial Interiors. We had budgeted \$475,000 for the FF&E package in the overall project costs.

Total to Library Design for shelving, which includes modifications to existing shelving, new shelving, and endcaps: \$139,375.00. The shelving was not a part of this FF&E bid process. Library Design is our mover, so we are not paying extra costs for dismantling/moving of collections.

The four proposals total costs:
NBS Commercial Interiors - \$376,889.00
Trellis - \$372,555.55
Interior Environments - \$364,118.62
ISCG - \$352,799.20

ISCG is the lowest bid and the company that provided the least amount of alternate solutions than the ones requested, and the alternates that would have the least amount of impact on the overall design. These bids also include all of the extras - the lite brite activity walls, discovery end panels for the children's area, and activity table.

The total for all FF&E including Library Design, and the proposal from ISCG is \$492,174.20.

Trustee Coles - Concerned about some of the item's prices and justifying the amount on some of the items.

Discussion ensued about which items Coles brought up and their prices and where they would be located in the library. Discussed that the items may be less money but they are marked up. Board members want to make sure we have high quality furnishings for the patrons to use. Trustee Chuck is also concerned about some of the item's pricing. Discussion how long the furniture will last. Discussion ensued about the furniture package and all the factors that go into what we want for our building.

Motion by Trustee Gross to approve the FF&E proposal from ISCG at \$352,799.20. Second by Trustee Haynes. All trustees said aye in favor. The motion passed unanimously.

b. Website & Branding Proposals

Proposals were due by 5pm on November 12.

Discussion ensued regarding the 4 proposals received from vendors.

Motion by Trustee Gross to approve Library Market's proposal for website and branding, with a not to exceed \$45,900 for a 5-year cost. Second by Trustee Cash. All trustees said aye in favor. The motion passed unanimously.

c. Increase in administrative fee from Lyon Township

Director Teasdle was contacted by Patty Carcone, Township Treasurer via email on November 10 that at the Township's budget workshop meeting, the board increased our administration fee from \$5,000/year to \$45,000/year. This is the administration fee amount that is charged to the DDA and the Building Department. The Fire Department was also being charged \$5,000/year, and their fee will also go up to \$45,000/year.

Motion by Trustee Hanton to amend the 2026 budget to raise line item 740.00 from \$5,000 to \$45,000. Second by Trustee Coles. All trustees said aye in favor. The motion passed unanimously.

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

10. Trustee Comments:

Cash: N/A

Chuck: Glad the board had a thorough discussion about the furniture package and got any concerns straightened out. Is glad to have Trustee Gross to keep track of all the financial work.

Coles: Good discussion tonight about the furniture package and is glad everyone is on the same page. Good news with progress on the new library.

Gross: Thanks to Director Teasdale and the LTPL staff for the impressive work they do every month. He is glad that the board is comfortable in bringing any concerns forward to have vigorous discussions to make sure everyone is on the same page.

Hanton: Thanks to Director Teasdale for all her hard work. Thanks Trustee Gross for taking care of the financials.

Haynes: Thanks to Director Teasdale and the LTPL staff for their hard work. Thanks to Marjorie for all her work on the website and branding proposals.

11. Adjourn meeting

Motion by Trustee Cash to adjourn the meeting. Second by Trustee Gross. No objections. The motion passed unanimously. The meeting was adjourned at 8:18pm.

Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

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

DRAFT October 22, 2025 LTPL Board of Trustees Special meeting minutes (M. Krebs)

November 2025 Statistics Report (H. Teasdale)

November 2025 Staff Reports (H. Teasdale)

October 2025 Disbursements (H. Teasdale)

Finance Report (S. Gross)

NEXT LTPL BOARD MEETINGS:

January 27, 2025 @ 6:30 pm