

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

Tuesday, February 24, 2026
6:30 PM

1. Call to order at 6:30pm by Library Board Trustee Cheryl Chuck.

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

3. Approval of Consent Agenda

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

4. Approval of Agenda

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

5. **Announcements and Communications:** Trustee Cash will be absent for the March meeting. Trustee Hanton will be absent for the April meeting.

6. Call to the Public: N/A

7. Director's Update: No update.

8. **Treasurer's Report (S.Gross):** Sent out the usual monthly operating budget report to the board. Reached out Angela Masters at township hall with a letter requesting the construction budget report and details on the shared project contribution. Hoping to get it this week.

9. Unfinished Business

a. **New Library updates (Teasdale)**

Installation of the pedestrian bridge will be at 12pm on Wednesday, March 4. An email invitation was sent to library staff, board and township trustees. Lunch will be provided by Frank Rewold & Sons and a tour of the building will happen afterwards.

MDIS and Quinn Evans worked together to make sure that the digital sign would fit inside the cabinet that will hold it on the monument sign, and we have an approved sign permit from the township. Now that the sign has been purchased, Frank Rewold & Sons will reschedule the mason to come out to finish the base.

HVAC units have been installed and are working.

Most walls have been painted and wall coverings are being installed.

All millwork pieces have been installed with the exception of the seed library - which is a free standing piece.

Areas of the ceilings that are exposed have been painted, grids for ceiling tiles have been put up. Waiting on inspections from the fire department and the township for cabling, security and

fire suppression and detection before installing the remainder of the wood ceiling at the entrance.

Tiling and painting is completed in the bathrooms. Toilets have been installed. In the bathrooms near the front entrance, the dividers have been installed.

Fire suppression system and the cabling for the fire/smoke detection system have been installed.

Installation of the Pergola will start in the next few weeks.

Most of the new tech from MDIS and Pointe Alarm have been installed. Network cabling is completed.

Director Teasdle is working with Quinn Evans and Library Design on endcap signage as well as necessary ADA building signage. Outside of endcap signage, there will be signage for meeting rooms, study rooms, bathrooms, etc. Additional signage will be worked on after the building opens and we can identify what might be needed.

The design for the donor wall has been sent to the millwork fabricators for bid.

ISCG and Quinn Evans are coordinating with Library Design and Frank Rewold on what days to install what furniture in May. All furniture has been ordered.

b. **Fundraising updates (Teasdle/Haynes)**

Capital Campaign: printed materials and the website are live for donations for the Capital Campaign are updated when items/areas are fulfilled.

As of 2/19/2026: Items fulfilled include: Lite Brite wall for Children's Area; 2 park benches, 2 outdoor musical instruments, 1 meeting room.

Director Teasdle is currently ordering what is needed for the outdoor musical instruments. She will contact a Township Trustee to discuss the best place for them to be installed.

Two of the five proposed outdoor instruments were fulfilled in the library's capital campaign. Director Teasdle believes it will save money to have them all installed at once while there is already a work crew on site.

Trustees agree with Trustee Haynes that it makes sense to install all musical instruments at once in order to save money and have the instruments ready for the public on opening day.

Bricks: The website with That's My Brick is live, and the public has been made aware of this through the library's newsletter, website and other platforms.

As of 2/24/2026: 44 bricks have been purchased.

Totaling \$6,450 in donations, netting \$5,079.24 in profit to the library.

c. **Future Planning (Teasdle)**

Building planning UPDATE: The current library will close to the public on May 4 and reopen in our new location on June 1. Outside of ongoing construction, there is a lot to prepare before the move.

-Working with TLN on turning our catalog off during the closure. LTPL's materials will have a delayed return date, but patrons can still return materials to other libraries. The outdoor drop box will be closed.

-There will be no public access to either building during the closure. The only day that the current building will potentially open to the public is the May Library Board meeting.

- Staff will need to work with the South Lyon post office on an approved location by the United Postal Service for a mailbox location or whether they will allow mail to be brought into the building. Will also manage working with deliveries and vendors on moving to the new address.
- Coordination with MDIS, TLN and AT&T on when fiber connection can be turned on at the new facility to make sure there is ample time to test new equipment, without having to pay for access at both places for too long.
- Ordering new equipment and coordinating deliveries.

ii. Millage: UPDATE:

November 3, 2026 is the gubernatorial election
 August 11, 2026 is the deadline for municipal clerks to submit ballot language on local millages to Oakland County.
 August 5, 2026 – Township Trustee regularly scheduled board meeting
 July 28 – LTPL Trustee regularly scheduled board meeting.
 This schedule allows for more time to discuss the millage. Discussions of ballot language will begin in April, and the LTPL Board will approve language in July.

iii. Community Engagement: UPDATE: Library staff are current identifying dates for:

- a. Summer Reading Kick off - June
- b. Grand Opening Event - July
- c. Library Community Mural - August

Director Teasdle proposed an event that includes inviting the community to paint a large-scale outdoor “paint-by-number” mural. The library would host ‘picnic’ day with food trucks and tables/tents for younger children to paint and do crafts.

Mercedes has been communicating with the companies to gather more details about this project before a decision is made.

iv. Rebranding and New website UPDATE: Library staff are working on getting the new calendar and website set up with Library Market. New logo selections have been narrowed down.

v. Staffing: NO UPDATE.

10. New Business

a. Updated Law Enforcement Record Request and Search

Trustees reviewed the Immigration Enforcement and Public Libraries procedure, provided by the Library Law attorney, Ann Seuryneck.

Motion by Trustee Haynes to approve the updated procedure for Immigration Enforcement and Public Libraries as presented. Second by Trustee Cash. All in favor said aye. No objections. The motion passed unanimously.

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

12. Trustee Comments:

Cash: N/A

Chuck: Thanked Trustee Gross for his work as treasurer, says he does a great job. Thanked Trustee Hayens for the word she has done for fundraising for the new library.

Coles: N/A

Gross: Thanked Director Teasdle and the LTPL staff for all the good work they do at the library each month. Thanked Jim and Cheryl Chuck for their generous donations towards the new library.

Hanton: Says LTPL staff is doing a great job. Thanked Director Teasdle for all she's done for the new library project. Thanked Trustee Gross for doing a great job in his role as treasurer.

Haynes: Great ongoing work from Director Teasdle and the staff. Thanks to Trustee Gross for staying on top of the finances.

13. Adjourn meeting

Motion by Trustee Gross to adjourn the meeting. Second by Trustee Haynes. No objections. The motion passed unanimously. The meeting was adjourned at 7:36pm.
Respectfully submitted by Recording Secretary Mercedes Krebs.

Consent Agenda

DRAFT January 27, 2026 LTPL Board of Trustees meeting minutes (M. Krebs)
February 2026 Statistics Report (H. Teasdle)
February 2026 Staff Reports (H. Teasdle)
January 2026 Disbursements (H. Teasdle)
January 2026 Construction Report/Pay app (Frank Rewold & Sons)
Finance Report (S. Gross)

**NEXT LTPL BOARD MEETINGS:
March 31, 2026 @ 6:30 pm**