

Lyon Township Library Board Minutes
August 29, 2017

1. Call to Order at 7:00 p.m. by Library Board President Alice FitzGerald.
2. Roll Call: Board Members present were Cheryl Chuck, Amy Deeds, Alice FitzGerald, Mary Pat Freund, Don Gehrlein, and Irene Provost. Library Director Holly Teasdle and Recording Secretary Pam Quackenbush were also present.
3. Approval of the Consent Agenda: Motion by Freund and second by Gehrlein to approve the Consent Agenda as presented. The motion passed unanimously.
4. Call to the Public: none
5. Approval of the Agenda: Director Teasdle added 9.c. Summer Reading Program Report. Motion by Gehrlein and second by Provost to approve the Agenda as amended. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:
 - a. Lyon Township Board meeting August 7, 2017: Irene Provost attended and reported
 - b. DDA meeting August 8: Irene Provost attended and reported
 - c. Lyon township Park Advisory Board meeting Aug. 15: FitzGerald, Freund, and Gehrlein attended
 - d. Family History Center Status: Microfilm service is being suspended
 - e. Clovis Public Library, New Mexico: Shooting, 2 staff members killed, Director Teasdle will look into training for staff
8. New Business:
 - a. Budget Planning Reports: Director Teasdle provided the board with the budget proposals from professional staff so they would be aware of the needs of each department as we move into planning the budget for 2018.
Information only, no action required.
 - b. 2018 Hours and Holiday Closings: Director Teasdle provided the board with a list of 2018 holiday closings and expanded hours of operation. Motion by Freund and second by Provost to accept the 2018 Hours and Holiday Closings as presented. The motion passed unanimously.
 - c. 2018 Library Board Meeting Dates: Director Teasdle provided the board with a list of 2018 Library Board Meeting Dates. Motion by

Gehrlein and second by Deeds to accept the 2018 Library Board Meeting Dates as presented. The motion passed unanimously.

- d. 2018 Professional Staff Presentation Dates: Director Teasdle provided the board with a list of dates for professional staff to give their annual presentation to the board. Information only, no action required.
 - e. Adopt-a-Magazine Program: Pam Quackenbush provided an overview of the program and a breakdown of donors and revenue. Despite time and money spent on outreach, most of the donors are library staff or library board trustees. The program will continue as a passive revenue source. Information only, no action required.
 - f. Job Title Change: Marj O'Donnel requested that her official job title be changed from Computer Technician to Technology Coordinator to better reflect her duties at the library. Motion by Freund and second by Gehrlein to accept the job title change from Computer Technician to Technology Coordinator. The motion passed unanimously.
9. Old Business:
- a. Library Design – Proposal for Capital Improvements Update: Director Teasdle reported that she had not yet received quotes from Library Design and had asked for it to be ready before the September Library Board meeting. She also explained that the projects would have to take place over two or three years and the most important ones to start with would be improvements in the public area. Unfortunately improvements to the workroom will probably have to wait until 2019. Information only, no action required.
 - b. Update on TLN Shared Automation System Migration: Director Teasdle reported that the weekend of the migration has been changed from Easter to Memorial Day weekend. LTPL will be closed for both of those holiday weekends so it will not require any changes to our schedule. Information only, no action required.
 - c. Summer Reading Report: Youth Services Librarian Jocelyn Levin submitted her statistics and report on the 2017 Summer Reading Program. It was a record-breaking year, with 801 patrons signing up for the program, a 17.5% increase over 2016. Records were also set for number of people completing the program, number of programs offered, and number of program attendees. Information will be in the annual report, no action necessary at this time.
10. Items removed from Consent Agenda for action or discussion: none
11. Trustee Comments:
Trustee Deeds remarked that she thought Jocelyn Levin's report was

incredible. She thanked Trustee provost for her time spent attending township meetings and taking notes, and said she appreciated the staff budget requests for 2018.

Trustee Provost replied that she was happy to attend the township meetings and finds them very interesting. She also remarked that the Summer Reading Program report was great.

Trustee Freund also remarked that she enjoyed the township meeting reports from Trustee Provost

Trustee Gehrlein said he thought Jocelyn Levin's Summer Reading program report was exceptional and also said he appreciates Trustee Provost's reports.

Trustee Chuck remarked that Trustee Provost's reports are very informative. She also expressed her thanks to the staff for their budget reports and especially wanted to thank Jocelyn Levin on her overwhelming success with the Summer Reading Program.

Trustee FitzGerald said the Summer Reading Report was awesome, and that she is glad Trustee Provost is attending the township meetings and taking such great notes.

12. Adjourn Meeting: Motion by Freund and second by Gehrlein to adjourn the meeting and enter a closed session. The motion passed unanimously. The regular meeting was adjourned at 9:05 p.m. The closed session ended at 10:10 p.m.

Respectfully Submitted,
Pam Quackenbush
Recording Secretary.