

Lyon Township Library Board Minutes
January 26, 2016

1. Call to Order at 7:00 p.m. by Library Board President Jim Chuck.
2. Roll Call: Board Members present were Jim Chuck, Amy Deeds, Alice FitzGerald, Cathy Gateman, and Judy Ray. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush were also present. Kris Enlow and Ann Dilcher were presenting.
3. Approval of the Consent Agenda: Motion by Chuck and second by Ray to accept the Consent Agenda.
Roll Call: Ayes: Gateman, Deeds, Chuck, FitzGerald, Ray.
Nays: none. The motion was unanimously approved.
4. Call to the Public: none
5. Approval of the Agenda: Motion by Deeds and second by Ray to approve the Agenda as presented. The motion passed unanimously.
6. Approval of Bills: None
7. Announcements and Communications:
DDA Meeting: No trustees were able to attend.
Lyon Township Board Meeting: Alice FitzGerald attended.
Second Community Meeting February 10 @ 6:30 pm
LTPL Board Meeting February 23 @ 7:00 pm
Third Community Meeting March 3 @ 6:30 pm
LTPL Board Meeting March 29 @ 7 pm
8. Old Business:
 - a. Ann Dilcher from Quinn-Evans Architects:
 - i. Site Assessments/Recap from January 14 meeting:
Ann Dilcher stated that there were two clear winners in the library site poll taken at the first community meeting: the Abbey Park site and the 11 Mile and Milford Road site. She passed out copies of a preliminary site plan of the 11 Mile and Milford Road property that has been submitted for a grant to develop it for sports fields. It contained parking and overflow parking for the sports fields. The site would be more scenic since the library would back up to a woodland area and future walking paths and not sit so close to Milford Road.
Trustee Chuck asked if either site would be more expensive to develop and Kris Enlow answered that it would be probably cost approximately 20% more for the 11

Mile property. Some of that cost could be offset by the grant if it is approved.

Director Teasdale said she would call Tina Archer to see if she knows the status of the grant application. She also cautioned the board not to assume the grant will go through or that it will do so before we have to make the decision on which piece of property to choose.

Ann Dilcher passed out a preliminary site plan of the Mill River location and said they had to take the parcel shape and safety into consideration when making the plan. Kris Enlow added that both properties were adequate in size but Mill River is more visible from the road and would cost less to develop since water and utilities are close. It won't need as much site work as the 11 Mile property, but if everything falls into place with the grant he feels the advantages of the 11 Mile site would be worth the extra cost.

ii. Library Planning:

Ann Dilcher presented the highlights of the first community meeting on January 14. She also had summaries of input received during meetings with library staff and the library board. Some features were unanimously favored, including a drive-up book drop, larger program/presentation rooms, larger collection of books and movies, designated areas for seniors, teens, and children, more study/conference rooms and more space for the genealogy collection. Other items that scored highly were outdoor program areas, reading area with fireplace and nice views, flexible use computer areas, a café or vending area, self check-out, a Friends of the Library used book storage area and shop, and an accessible kitchen for the program room. The next community meeting would get more input on features the public would like to see in a new library.

Kris Enlow suggested that the library board arrange a meeting with the Parks and Recreation committee.

b. 2016 Library Millage Planning:

i. EveryLibrary: Inventory List from John Chrastka
Director Teasdale gave board members a Personal Assessment Worksheet to be filled out and returned to her.

ii. Bond Information: Director Teasdale passed out the information on the cost of a bond to build a 21,000 square foot library. Based on the 2015 taxable value the millage required would be .48 mil. The township has to go for the

bond since the library board cannot legally do so, and added that the DDA cannot capture money from a bond. She asked if the board would like to arrange a bond workshop. Trustee Chuck stated that he would like to know more, and Trustee Gateman asked what the board needed to know to be able to inform residents. Director Teasdle replied that Township Treasurer Patti Carcone is willing to explain it to everyone in a community meeting. Kris Enlow stated that people are going to want to know what it means in dollars per household, and Ann Dilcher added that we will get a feeling from the community meetings what people want and what they are willing to pay for.

- iii. Planning for New Operating Budget: Director Teasdle passed out a chart comparing the financial information of area libraries that included building size, total revenue, the millage rate, and operating expenses. She noted that the Salem-South Lyon District Library was the closest to us in population and our proposed square footage and would be a good comparison.
There are many financial aspects of a larger library that have to be considered, including more personnel, building maintenance, increased collection costs, databases and online services, technology, and programming.

9. New Business:

- a. 2016 Budget Amendment – Increase in Health Benefits.
At the budget planning stage for 2016 we were not provided with health insurance costs from the Township. We now have the correct amount and the budget needs to be amended to reflect these costs. Motion by Gateman and second by Ray to amend the 2016 Library Budget to increase annual health care costs for the director in the amount of \$19,950.12.
Roll call vote:
Ayes: Chuck, Deeds, FitzGerald, Gateman, Ray
Nays: none
The motion passed unanimously.

10. Items removed from the Consent Agenda for action or discussion: none

11. Trustee Comments:

Kris Enlow said he will keep talking to his neighbors about the library
Trustee Ray said she thought Anne Dilcher did a nice job explaining the copies she passed out.
Trustee Gateman said she agrees with John Chratska that it is important

to keep in mind what happens if we do and if we don't pass the millage and communicate that to residents.

Trustee FitzGerald said she was encouraged by the bond numbers since she expected them to be higher.

Trustee Deeds said she was also pleasantly surprised by the bond numbers and appreciates the amount of work going into this effort.

Director Teasdale commented that we still have to ask for enough money to properly run the library.

Trustee Chuck agreed with the others about the bond and thanked Kris Enlow for attending and for his work on the project.

12. Adjourn Meeting: Motion by FitzGerald and second by Deeds to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:15 p.m.

Respectfully Submitted,
Pam Quackenbush
Recording Secretary.