

Lyon Township Library Board Minutes
November 24, 2015

1. Call to Order at 7:01 p.m. by Library Board President Jim Chuck.
2. Roll Call: Board Members present were Jim Chuck, Amy Deeds, Alice FitzGerald, Mary Pat Freund, and Judy Ray. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush were also present.
3. Approval of the Consent Agenda: Motion by Ray and second by Freund to accept the Consent Agenda. The motion passed unanimously.
4. Call to the Public: none
5. Approval of the Agenda: Motion by Freund and second by Deeds 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: No trustees were able to attend.
 - Adopt-a-Magazine: Pam Quackenbush reminded the board it was time for Library Board members who wish to do so to renew their annual donations.
 - The Annual Holiday Potluck will be held on Sunday, December 6, at 4:30.
 - LTPL will be hosting the Chamber Breakfast on Friday, July 22
8. Old Business:
 - a. Needs Assessment Update:
 - i. Jim Mumby and Ann Dilcher from Quinn-Evans Architects – Community Survey
Ann Dilcher reported that as part of the needs assessment they will be conducting community forums. The goals of those forums would be to identify deficiencies in the current location that would be addressed by building a larger library and take the pulse of the community as to how much they are willing to spend to support a larger library. Jim Mumby added that library size, millage rate, and debt retirement time frames can be adjusted according to community input. In his experience a longer term bond makes the millage more palatable since most people prefer a lower millage over a shorter term debt. Currently they are focusing on a study of available sites in the township and establishing a cost model since site selection will influence the cost of building a library. They are looking at travel

distances from different points in the township, looking at the master plan for services and density of zones, and working with Chris Doozan to find a plot. Dilcher and Mumby also said it was important to identify opinion leaders in the community and inform them about the issues so they can, in turn, educate others. It is important the residents pay attention to and understand how millages work. The best way to communicate this is to create brackets so residents can see what they would get for various millage levels.

Director Teasdale added that she would be meeting with bond counsel shortly, and Jim Mumby asked her to have them run the numbers for .8, .9, and 1 mil. Mumby also added that people want to know what the new building will mean to them on a personal level – what services they will receive – not just building size.

Director Teasdale stated that she would like to begin educating the public about the millage issues before conducting a survey. Since the library cannot afford an outside survey company, such as the Breton Group, we will have to conduct the survey ourselves when the time comes.

Dilcher stated that identifying peer libraries and gathering comparative statistics will add to the public's understanding. Mumby added that people can relate to libraries in the area that they have visited and when they see what other communities are spending for library service they might be more receptive.

Trustee Chuck added that people move to this community for a quality of life and good schools, and they expect a good library too. He also sees that there will be resistance to change by some members of the community that have been here a long time.

Director Teasdale stated that she is concerned about possible changes to the township master plan and the added density in new developments that could result. With just what is going in right now there will be approximately 4000 new residents. Are we thinking too small for the future? Mumby cautioned that if you build too large people will perceive it as excessive, so it is better to build modestly and leave room for expansion.

Trustee Chuck asked if it is best to model the funding on the SEV (State Equalized Value), since it continues to rise and can be affected by commercial development. Mumby replied that's why duration of the bond is so important.

Dilcher stated that they would analyze the sites and will

review them with the board in January and prepare for the first community information meeting.

Director Teasdle reminded the board that ballot language was due April 19. Dilcher commented that we do not want to get lost on what could be a huge ballot.

- b. 2016 Library Millage Planning:
 - i. EveryLibrary: Director Teasdle informed the board that she had spoken with John Chrastka from EveryLibrary, a non-profit library advocacy group. EveryLibrary is a 501c4 PAC, and their only focus is helping libraries with millage elections. They do not charge libraries for their help and are funded by private donors and companies that serve libraries. He is available by email and Skype anytime. If we need him to visit, there would need to be some reimbursement for travel expenses, but he always tries to combine trips to libraries in the same region to save money. He offered to work with our staff, board, and millage committee and guide us as to what steps to take and having a plan for every scenario, including what to do if the millage does not pass. Chrastka believes our biggest issue is that we will have multiple questions on the ballot since we are going for a bond, a millage renewal, and a millage increase. Getting people to talk with their neighbors and door-to-door campaigning will be important. We will need to identify our opposition and run a positive campaign. He also stated that it would be important for the core millage committee to do the planning first and then get more volunteers to do the legwork on specific, assigned tasks.
 - ii. Bond Information: Director Teasdle reported that she will be meeting with the bond advisor that the township uses, and Township Treasurer Patty Carcone and the township's auditor would be at the meeting as well. They will be discussing state election rules, the timeline, and how to figure out the correct millage rate to ask for.
 - iii. Planning Calendar: A millage planning calendar for the board is now live in the board area of the library website.

9. New Business:

- a. Telephone System: Director Teasdle informed the board that our aging telephone system from 2008 is not working correctly and the outdated software is no longer supported by the company. We now have the option of obtaining an app-based system through The Library Network that should provide us with significant savings.

There would be no contract and staff could use their own cellphones instead of buying costly telephones. This is technology that didn't exist the last time we bought a telephone system. There are still a lot of questions, and Director Teasdale will continue to research this option and report back. Trustee Chuck commented on providing guidelines for staff and possible compensation will need to be discussed. Motion by Freund and second by Ray to accept the proposal for a voiceover IP telephone system though TLN as presented. The motion passed unanimously.

10. Items removed from the Consent Agenda for action or discussion: none
11. Trustee Comments:
Trustee Deeds stated she was glad that Jim Mumby and Ann Dilcher attended the meeting. She found them reassuring and she is looking forward to working with them.
Trustee Ray said she also feels more confident about knowing the issues.
Trustee FitzGerald said she thinks the site selection is very important. It will be difficult to move forward until that is finished.
Trustee Freund said she is excited for the upcoming meetings.
12. Adjourn Meeting: Motion by Deeds and second by Freund to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:37 p.m.

Respectfully Submitted,
Pam Quackenbush
Recording Secretary.