

Lyon Township Library Board Minutes  
April 24, 2018

1. Call to Order at 7:00 p.m. by Library Board President Alice FitzGerald.
2. Roll Call: Board Members present were Cheryl Chuck, Ed Coles, Amy Deeds, Alice FitzGerald, Mary Pat Freund, and Don Gehrlein. Library Director Holly Teasdale, Recording Secretary Pam Quackenbush, and Genealogist Cathy Cottone were also present.
3. Approval of the Consent Agenda: Motion by Freund and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: Sherri Rogge
5. Approval of the Agenda: Trustee FitzGerald added 8F Director Evaluation under New Business. Motion by Deeds and second by Chuck approve the Agenda as amended. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:
  - a. Lyon Township Board: Deeds attended and reported
  - b. DDA Meeting: No board members were able to attend
  - c. Kite Festival: Library will be present Saturday and Sunday June 2&3
8. New Business
  - a. Cathy Cottone, Genealogist, Annual Report and Presentation: Motion by Freund and second by Gehrlein to accept the 2017 Genealogy Department Annual Report as presented. The motion passed unanimously.
  - b. Pam Quackenbush, Library Technician, Technical Services Department Annual Report and Presentation: Motion by Deeds and second by Freund to accept the 2017 Technical Services Department Annual Report as presented. The motion passed unanimously.
  - c. May Pat Freund Resignation: Trustee Freund announced that she was glad to see the resumes of new people that were interested in filling the last vacancy on the library board, so after 17 years on the library board she felt it was time to step aside and allow another new person the chance to be on the board. She added that she still plans to volunteer at the library and be an active participant in the Friends of the Library. Motion by Gehrlein and second by Coles to accept

the resignation of Mary Pat Freund from the Lyon Township Library Board effective April 24, 2018. The motion passed unanimously.

- d. Strategic Plan 2019: Director Teasdle informed the board that the previous strategic plan that she had created herself expired in 2017. The library needs a firm to work with staff and board as well as using community engagement to find answers to our most common question which is “When will we get a new library?” Director Teasdle expressed a hope that the township would be willing to join us for a community-wide strategic plan like has been done in other communities our size. She will develop a Request for Proposal over the summer and have it ready for further consideration by the library board this fall. Information only – no action needed at this time.
- e. Program Assistant: Director Teasdle outlined the need for an assistant to the Youth Librarian, Jocelyn Levin. Jocelyn is currently doing all programming, collection development, and outreach on her own. Director Teasdle suggested that we move forward with creating a job description and pay scale for a para-professional or Library Science intern with the hopes of hiring someone later this spring. Motion by Gehrlie and second by Chuck to approve the development of a Program Assistant or Library Science Intern job description and pay scale to be approved at the May Library Board meeting. The motion passed unanimously.
- f. Director Evaluation: Trustee FitzGerald informed that board that she had previously collected the Director Evaluation surveys from the board members. She and Trustee Freund compiled the results and met with Director Teasdle for her review. Trustee FitzGerald commented that the board feels that Director Teasdle does an excellent job as Director and they hope she stays at her position for a long time.

## 9. Old Business

- a. Capital Improvements Project Update: Director Teasdle reported the following:
  - (1) The new tables in the community center have been installed and that bill has been paid to Library Design.
  - (2) The technology counters and chairs have been installed and the bill has been paid to Library Design. The children’s tablets still have to be ordered, configured and installed.
  - (3) The server room project is complete except for a HVAC solution for the closet.
  - (4) Staff work room project: The workroom improvements complete.
  - (5) Technology Improvements: Replaced two staff computers, three battery back-ups, updated the Wireless Access Point, two labels printers for library tech staff, assorted charging cables for patrons to check out, and purchased Hot Spots for internet access.

Library design will be returning to perform some finishing touches and minor fixes.

In the next two months the remaining scheduled improvements will be completed: Purchase two iPads, plus stands and locks for those and the two that have already been purchased for the children's department, install the HVAC in the server closet, two more scheduled public computer replacements, and one staff computer due to equipment failure.

If those expenditures come in under budget the library might be able to do further improvements this year.

Director Teasdale will report on digital content, databases, and collection improvements that have been undertaken this year and plans for the rest of the year. This was information only, no action needed at this time.

- b. Capital Improvements for 2019: Director Teasdale reported that she is looking ahead to improvements for 2019, and would like to engage Library Design for proposals on those improvements. Under consideration are enhancing some of the seating in the library and expanding collection space in the library by purchasing higher shelves. Some of the shelves in the children's department are very old and falling apart. New furniture is needed in the director's office and a lectern for the community center has been frequently requested. Other areas to explore are expanding the parking lot and adding additional building security. Information only, no action is needed at this time.
- c. Update on new Shared Automation System (CARL) migration: TLN is on track to have all libraries close Memorial Day weekend for the migration to the new system. We will go live with CARL on Tuesday, May 29. Pam Quackenbush will be attending trainings and will return to train our staff May 14 and 15. The library will remain open during staff training. Information only, no action required.

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

11. Trustee Comments:

Trustee Deeds thanked Pam Quackenbush and Cathy Cottone for their presentations. She welcomed Ed Coles to his first board meeting as a board member and expressed how sad she was that Mary Pat Freund will be leaving the board.

Trustee FitzGerald also thanked Pam and Cathy and said how sad she was that Mary Pat Freund is leaving the board and hopes she will continue to attend meetings.

Trustee Freund told the board how much she had enjoyed being a board member and that she was really going to miss it. She said she will come back and visit and continue to volunteer. She also mentioned that the kite festival needs volunteers.

Trustee Coles thanked the board for the vote of confidence and thanked Mary Pat Freund for being a member of the Library Board for so many years. He also thanked Pam and Cathy for their presentations and mentioned that he has attended programs given by both of them for Lyon Grows and Genealogy.

Trustee Gehrlein thanked Pam and Cathy for their presentations, and bid a reluctant goodbye to Mary Pat Freund. He welcomed Ed Coles to the board.

Trustee Chuck also welcomed Ed Coles and stated how sorry she was that Mary Pat Freund was resigning from the board. She also said the presentations from Cathy and Pam were excellent, and that it is overwhelming how hard the staff works. She also said that Holly does an excellent job as director.

Several other board members also added their appreciation for Director Teasle.

12. Adjourn Meeting: Motion by Chuck and second by Freund to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:40 p.m.

Respectfully Submitted,  
Pam Quackenbush  
Recording Secretary