

Lyon Township Library Board Minutes
May 30, 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, Genealogist Cathy Cottone, and Recording Secretary Pam Quackenbush were also present.
3. Approval of the Consent Agenda: Motion by Freund and second by Provost to approve the Consent Agenda as presented. The motion passed unanimously.
4. Call to the Public: Ed Coles, Saddle Creek Subdivision, Mr. Coles remarked that he felt the library had a good variety of offerings but that communication with the public needs work.
5. Approval of the Agenda: Motion by Provost and second by Gehrlein to approve the Agenda. The motion passed unanimously.
6. Approval of Bills: None
7. Announcements and Communications:
 - a. Lyon Township Board meeting May 3: Irene Provost attended and reported
 - b. DDA meeting May 9: Irene Provost attended and reported
 - c. Lyon township Firefighter Kelly Blades provided CPR instruction to the library staff on May 12
 - d. Kite Festival June 3
 - e. Family Fun Day June 17
8. New Business:
 - a. Presentation, Cathy Cottone, Genealogist, Annual Report: Motion by Freund and second by Chuck to accept the 2016 Annual Genealogy Report as presented. The motion passed unanimously.
 - b. Neighborhood Library Association Community Reads Participation 2017: Director Teasdle reported that this is the eighth year we have participated with neighboring libraries to choose a book and provide programming related to the book. The program begins in August and concludes with a visit from the author at Novi Library in November. Each library helps with promoting the program and is responsible for purchasing books for their patrons and providing at

least one program related to the book. The cost of the author visit is split between libraries.

- c. Foster Swift Collins & Smith Hourly Billing Rate Change: Director Teasdle reported that she had received a letter outlining a price increase in hourly rates. She also noted that this was the first increase in the rates since we have been using the firm for Library Law concerns.
- d. Reference USA Database Contract: Director Teasdle was able to secure a substantial discount this year for this popular database. We will be partnering with the Salem South Lyon Library for an outreach event for the Chamber of Commerce. Motion by Gehrlein and second by Provost to accept the contract for the Reference USA as presented, effective date June 15, 2017 and set to expire on June 15, 2018 for the annual cost of \$990.00.
- e. Proposal for Wireless Printing Capabilities: Computer Technician Marj O'Donnel had discovered a less expensive option for wireless printing than has previously been discussed. The library could purchase a HP printer with duplex printing with internet capabilities that would replace the old staff printer in the back room. This option would save money over purchasing hardware for our Ricoh copier and subscribing to an annual wireless printing service. Motion by Gehrlein and second by Freund to approve the purchase of a wireless printer not to exceed \$2,000.00. The motion passed unanimously.
- f. June and July Library Board Meetings: Director Teasdle explained that historically the board has not met in June and July. In recent years the millage issues necessitated that the board meet every month in the summer. Motion by Freund and second by Deeds to cancel the June and July Library Board meetings and reconvene in August. The motion passed unanimously.
- g. Library Design – Proposal for Capital Improvements: Having passed the millage there will be a need for design services to fulfil our millage promises, such as adding children's accessible technology and more spaces for laptop charging stations. The last time there was work done to improve the library was in 2009, and no work was done to the staff workroom and staff areas in the library which are badly in need of a remodel. A solution also has to be found for storage of donated books. Director Teasdle suggested that we ask the firm who did our last renovation, Library Design Associates, to come in and evaluate our situation. Motion by Gehrlein and second by Chuck to approve the engagement of Library Design Associates to propose a capital improvement plan that address current needs in the library that will include a children's technology area and improvements in the staff work room and desk area in the library. The motion passed unanimously.

hopes as treasurer he can work with the township to make the financial reports more understandable and timely.

Trustee Provost offered to go to all township and DDA meetings as the library representative. She found them interesting and she learned a lot. She also asked to be added to some of the standing committees and Trustee Chuck added that she would like that as well.

Trustee Deeds remarked that she also found the township meetings interesting. She thanked Trustee Gehrlein for meeting with her about his transition to treasurer. She also thanked Cathy Cottone for her great presentation and appreciates that she is so conscious of her budget. Trustee Freund said that Cathy Cottone did a terrific job and also thanked Trustee Provost for her thorough report about the township board and DDA meetings. She also thanked our guest Ed Coles for attending and for his input, and that she would like to welcome him to join the Friends of the Library. She also stated that she is very glad the parking lot is repaired. Trustee FitzGerald thanked Cathy Cottone for her wonderful presentation and said how much Cathy has helped her with her own genealogy. She also remarked that the parking lot looks great, and that she is looking forward to working on the budget for 2018.

12. Adjourn Meeting: Motion by Freund and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:10 p.m.

Respectfully Submitted,
Pam Quackenbush
Recording Secretary.