

Lyon Township Library Board Minutes  
August 28, 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, Don Gehrlein, and Sheri Rogge. Library Director Holly Teasdle and Recording Secretary Pam Quackenbush were also present.
3. Approval of the Consent Agenda: Motion by Gehrlein and second by Rogge to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: Mary Pat Freund
5. Approval of the Agenda: Motion by Coles and second by Chuck approve the Agenda as presented. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:
  - a. Lyon Township Board: FitzGerald attended June and August, Deeds attended in July,
  - b. DDA Meeting: No members attended
  - c. Chamber Breakfast will be held at LTPL Friday, September 14 at 8:30 am.
  - d. ALA Report – Holly Teasdle reported on her experience at the ALA National Convention in June.
  - e. Director Teasdle informed the board that that a mailing was sent out to new homeowners inviting them to the library.
8. New Business
  - a. RFP Strategic Planning: Director Teasdle has prepared a Request for Proposal for developing a Strategic Plan for our library. She spoke with several area library directors to ask for recommendations for firms they have used for Strategic Plans, and has a list of seven to consider. Motion by Rogge and second by Deeds to accept the Strategic Plan RFP as presented. The motion passed unanimously.
  - b. Staff Changes: Cindy Rodgers left her position as clerk to take a salaried position with her other employer. She will be replaced by our new clerk, Karen Stanard. Our page Emma Paletta left for school, and will be replaced by Branden Sanchez. Mellissa Shank, our new Youth Programming Assistant, began work at her position in late July.

- c. Community Reads: The 2018 Neighborhood Library Association Community Reads book is “The Poisoned City: Flint’s Water and the American Urban Tragedy” by Anna Clark. This year the author event will be held at the Wixom Community Center, a change from previous years when the event was held at the Novi Library. The NLA committee has also decided to add a second author event in Spring 2019. Local author Charlie LeDuff will speak at the Novi Library on Thursday, April 11, which is during National Library Week.
9. Old Business
- a. Capital Improvements Project Update: Director Teasdle reported the following:
    - (1) Installation of the I-pads in the children’s area continues to be problematic but is progressing and should be finished very soon.
    - (2) Two new staff computers will be installed by the end of the year.
    - (3) Bids for 2019 improvements, including added shelving, seating, and improvements to the Youth Services storage closet will be available at the next meeting. Because the new shelving will further limit our line of sight to the computer area and stacks, security cameras will need to be installed. Security cameras are also needed for the parking lot, hallway, circulation desk, and community center.
  - b. Update on new Shared Automation System (CARL): The system is working to provide basic services to patrons and allow staff to add to and maintain the collection. Several system-wide glitches persist, as well as the inability to run critical reports. TLN is working with the developers to address these issues.
  - c. Parking Lot Expansion: The second estimate for the parking lot expansion from the civil engineer presented at the subcommittee meeting at the township offices on August 23, 2018 was considerably higher than the estimate the library was originally given. Discussion about how funds from the library budget could be best used in 2019 led to a consensus that the project should be tabled until a later time. Motion by Rogge and second by Chuck to table the parking lot discussion. The motion passed unanimously.

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

11. Trustee Comments:

Trustee Chuck remarked that she was thrilled that the staff now has more opportunities for professional development. She also said she thought the Summer reading Program was very good this year, with great programs and a great year-end report by Jocelyn Levin. She thanked Alice FitzGerald and Amy Deeds for attending and reporting on township meetings. She asked when the Mobile Secretary of State would next be at the library. Director Teasdle replied

that it will be returning in November.

Trustee Deeds thanked the parking lot committee for their work and said she appreciated Jocelyn's excellent report on the Summer Reading Program.

Trustee Coles said that Director Teasdale's vision and leadership continues to amaze him. He found this evening's discussion to be very enlightening and he is glad to be a part of the library board.

Trustee Gehrlein said that he is disappointed in the township's lack of clear answers about the parking lot and building, and that he is frustrated that he cannot get financial statements from them in a timely manner.

Trustee Rogge thanked Cheryl Chuck for bringing Erwin's cider and donuts to the meeting.

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

Respectfully Submitted,  
Pam Quackenbush, Recording Secretary