

Lyon Township Library Board Minutes  
May 29, 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, and Don Gehrlein. Library Director Holly Teasdle, Recording Secretary Pam Quackenbush, and Youth Services Librarian Jocelyn Levin were also present.
3. Approval of the Consent Agenda: Director Teasdle pointed out that circulation was up 35% from this time last year. Motion by Gehrlein and second by Chuck to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: Sherri Rogge, Jessica Strane, Jim Chuck
5. Approval of the Agenda: Motion by Deeds 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: Deeds attended and reported
  - b. DDA Meeting: Deeds attended and reported
  - c. Kite Festival: Library will be present Saturday and Sunday June 2&3
  - d. Family Fun Day June 9 1-3 pm
  - e. Director Teasdle announced that the library hosted 158 people at the recent visit by the Secretary of State Mobile unit
8. New Business
  - a. Jocelyn Levin, Youth and Teen Services Librarian, Annual Report and Presentation: Motion by Gehrlein and second by Chuck to accept the 2017 Youth Services Annual Report as presented. The motion passed unanimously.
  - b. Library Board Appointment: Motion by Deeds and second by Chuck to appoint Sherri Rogge to the Lyon Township Library Board. The motion passed unanimously.
9. Old Business
  - a. Capital Improvements Project Update: Director Teasdle reported the following:
    - (1) The stands have arrived for the I-pads in the children's area
    - (2) Two computers need to be replaced
    - (3) A meeting is scheduled with Kyle from Library Design to discuss

2019 improvements and what we can accomplish with the remaining funds from 2018.

- b. Update on new Shared Automation System (CARL) migration: Today, Tuesday, May 29, was our go live date for the new system. Some minor glitches but basic circulation service was working. Full functionality will be phasing in gradually over the next few weeks.
- c. Youth Programming Assistant Job Description: The job description has been prepared for the new part-time position. Motion by Gehrlein and second by Chuck to approve the job description and pay rate for the Youth Programming Assistant position as presented. The motion passed unanimously.

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

11. Trustee Comments:

Trustee Deeds remarked that she liked the new plastic magazine covers. She thanked Jocelyn Levin for her presentation. She liked Jocelyn's creative ideas like the bookmark contest and the stuffed animal sleepover. Jocelyn replied that Trustee Deed's was the one who arranged for the Story Time visit by "Mary Poppins"

Trustee FitzGerald also thanked Jocelyn Levin for her presentation, and said that it comes through how passionate she is about her job and she is happy to have Jocelyn here. She also welcomed Sherri Rogge to the board.

Trustee Rogge remarked that she is very excited to be part of the organization.

Trustee Coles commented that Jocelyn Levin did a good job with her presentation and thanked Holly for her good work in hiring great staff.

Trustee Gehrlein said that he is impressed with Jocelyn Levin's enthusiasm.

Trustee Chuck welcomed Sherri Rogge to the board. She also stated that she really appreciates Jocelyn Levin's efforts and that she likes the job description for the assistant and hopes the help comes soon.

Trustee FitzGerald inquired how the mailings were coming along. Director Teasdale responded that they are focusing on sending mailings to new residents for now, and when they come in with the postcard and get a library card they get a swag bag.

Director Teasdale also reminded the board that she would be attending the American Library Association annual conference and then would be on vacation for two weeks in June.

- 12. Adjourn Meeting: Motion by Deeds and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,  
Pam Quackenbush, Recording Secretary