

Lyon Township Library Board Minutes
February 4, 2020

1. Call to Order at 7:16 p.m. by Library Board President Cheryl Chuck
2. Roll Call: Board Members present were Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, and Sherri Rogge. Joshua Bissoon-Dath was excused. Library Director Holly Teasdle and Recording Secretary Pam Quackenbush were also present.
3. Approval of the Consent Agenda: The financial report was not included. Motion by Coles and second by Gehrlein to approve the Consent Agenda as amended. The motion passed unanimously.
4. Call to the Public: none
5. Approval of the Agenda: Motion by Gehrlein and second by Coles to approve the Agenda. The motion passed unanimously.
6. Approval of Bills: none
7. Director's Report:
 - a. MCLS Training: One of the services provided by our library's membership in the Midwest Collaborative for Library Services is the opportunity for training. LTPL hosted 2 three-hour training sessions on MeL Databases for LTPL staff and staff members from Walled Lake and Wixom libraries.
 - b. State Aid Report: The 2018-2019 State Aid Report was submitted on January 21, 2020.
 - c. SMART Goals – Strategic Plan: Director Teasdle has been meeting with staff members on the status of their 2019 SMART Goals accomplishments and their 2020 SMART Goals.
 - d. Staff Reviews: All but one staff review were completed during December and January, with the remainder being done this week.
 - e. Building Issues:

Roof leak: On January 11/12 there was significant rain and the roof began leaking in a place that has been a recurring problem for years. It was repaired by the company that put on the new roof, was part of vertical flashing that was not part of the roofing job. There has not been a significant rain since then to test the repair.

Toilet Issues: None of the toilets were flushing correctly, and after the septic tank was emptied (see below) the problems continued with one toilet. Bob Martin from the township sent a plumber to fix the issue.

Septic Issues: Apparently the problems with the toilets flushing (see

above) it had been six years since the septic tank had been pumped, and the company that pumped it said there was damage to the septic field. Bob Martin said he will make sure it is pumped in a timely fashion in the future.

Public Hearing – 2020 budget and beyond: A special budget meeting was held on December 30 after the required posting was put into the newspaper as required by law.

Community Reads: The Neighborhood Library Association is at work choosing the author and book for the 2020 Community Reads. The Neighborhood Library Association consists of LTPL, SSLDL, Wixom, Walled Lake, Northville, Novi, and new member Commerce Township.

8. Announcements and Communications:

Lyon Township Board Meeting: Deeds attended

Friends of the Library book sale Feb. 19-23

Millage Workshop March 3, Deeds and Gehrlein will attend.

9. New Business

a. Policy and Procedure Subcommittee: A subcommittee will be set up to review library policies and procedures. It will consist of Coles and Chuck from the Library Board, Director Teasdale, and one staff member.

b. RFP for Website Design: The library has budgeted for an outside vendor to create a new website for the library that will be maintained and updated by library staff. The board was presented with a RFP that required updates on a date. Motion by Rogge and second by Deeds to accept the Library Website Design RFP as amended. The motion passed unanimously.

10. Old Business

a. Review of New Library Documents from Quinn Evans and Associates: QEA submitted updated concept drawings based on feedback from the board. Director Teasdale and the board discussed the timeline for working toward the millage proposal.

11. Board Study: Director Teasdale provided the board with articles to read concerning library policies.

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

13. Trustee Comments:

Trustee Gehrlein said he is anxious to see the bond rates.

Trustee Rogge said she is excited to get going with the library campaign.

Trustee Deeds thanked Katie for the great monthly brochures she has been creating and she also thanked Pam Quackenbush for her LTPL Grows programs. Trustee Coles remarked that it was a good meeting and discussion, and noted the trustee job is getting bigger all the time.

14. Adjourn Meeting: Motion by Rogge and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:40 p.m.

Respectfully Submitted,
Pam Quackenbush, Recording Secretary