

Lyon Township Library Board Minutes
Virtual Meeting
June 30, 2020

1. Call to Order at 7:04 p.m. by Library Board President Cheryl Chuck
2. Roll Call: Board Members present were Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, and Sherri Rogge. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush were also present. Marj Dixon was present as the virtual meeting facilitator.
3. Approval of the Consent Agenda: Motion by Gehrlein and second by Coles to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: Staff members Jocelyn Levin and Katie Rothley attended
5. Approval of the Agenda: Motion by Coles and second by Rogge to approve the Agenda. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:
SSLDL Circulation Policy for Lyon Township Residents: children under 18 that reside in the South Lyon School District may get a card at SSLDL with a 5 item limit.
8. Director's Update:
 - a. Summer Reading Program:
The Summer Reading Program will be virtual this year. The library is using an app called ReadSquared to allow patrons to sign up for SRP and keep track of their progress and win points to receive prizes. Kids can also pick up STEM and Craft kits to take home and enjoy.
 - b. All Household Mailer: A household mailer focusing on Summer Reading Program and our reopening plans will be delivered to township residents at the end of June.
 - c. Retrofitting of Bathrooms: All parts are on order for making our bathrooms hands-free, and some have arrived. Director Teasdale's husband Chris will be installing them when they arrive.
 - d. Curbside Pick-up: Began on June 15, with 40-50 pick-ups of materials per day. At this point only LTPL's items can be reserved for pick-up.
 - e. Virtual Meetings and Webinars: Staff members have been attending many virtual meetings and webinars during the closure and online

meetings and training will continue to be the norm for the foreseeable future. All staff members give a monthly report of their activity.

9. New Business

a. Staff Annual Reports:

i. Pam Quackenbush, Technical Services: Pam presented the highlights of LTPL's collection and circulation statistics and policy changes, the most notable being that LTPL became a fine-free library in 2019. The transition was smooth and in line with trends in public library service both locally and nationally. Another popular move was creating family movie section for feature films rated G or PG to aid parents in finding family-friendly films. Pam also reported on the LTPL Grows initiative and the seed library, and outlined the gardening and sustainable living programs from 2019.

ii. Jocelyn Levin, Youth Services Librarian: Jocelyn outlined the many additions to Youth services in 2019, including adding Vox Books, Launchpad Tablets, and Discovery kits for children to check out and take home. In addition to all of the usual programs such as Story Time, many popular new programs were added, including Family Science nights with the Natural History Museum and escape room challenges. Outreach included a successful 5th Grade library card drive.

iii. Katie Rothley, Marketing and Outreach Librarian: Katie was hired in August 2019. She has been busy increasing LTPL's presence in social media and at local functions in our community, adding more adult programming and craft events both at the library and at other community events such as the Daddy/Daughter Dance. She has made herself available for local access interviews and is involved with our local Chamber of Commerce. She has reached out to provide services for all ages, including our assisted living communities.

Motion by Rogge and second by Bissoon-Dath to accept the Youth Services, Technical Services, and Marketing and Outreach Annual Reports as presented. The motion passed unanimously.

b. Staff Vacation Time: Director Teasdale explained that staff may not be able to use all of their vacation time in 2020 due to cancellations of travel plans due to the pandemic. She suggested allowing staff to roll 50% of their vacation time over into 2021 if they so choose.

Motion by Gehrlein and second by Bissoon-Dath to accept the variance in the LTPL Staff Vacation Policy in 2020 to give staff the option to roll 50% of vacation time into 2021. The motion passed unanimously.

10. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdale is keeping track of all capital and office supply expenses incurred as a result of the Covid-19 Pandemic. These expenses include eight rolling 32 gallon trash cans for collecting and quarantining returned books, a 10' X 10' tent for curbside pick-up, various hands-free bathroom fixtures and door openers, and supplies such as masks, hand sanitizer, gloves, aprons, and disinfecting wipes and spray. The total so far for these supplies is \$6,948.00.
- b. IMLS Grant: The Institute of Museums and Library Service received funds as part of the Cares Act, and is offering grants to libraries for supplies and for digital inclusion specifically for COVID-19. LTPL will be applying for both after Director Teasdale attends the application webinar.
- c. LTPL Reopening Plan and Levels of Service: Director Teasdale presented a timeline for reopening after the Stay at Home Order was lifted on June 2, 2020. Currently LTPL offers curbside service, but in order for the library to function safely for both staff and patrons when the library reopens to the public many changes are being made. Patrons will be asked to wear masks and complete their browsing in 30 minutes or less to avoid overcrowding. When we receive the acrylic barriers for the public computers they will be reopened with a time limit. Not all computers will be available to use to adhere to social distancing guidelines.
Staff members that have their workspaces either in the public area or too close to other staff members will be using the community center and both study rooms as their offices. The community center will also be used to quarantine books that have been returned for 72 hours and will house our virtual programming studio. It is also a staging area for preparing all of our kits to be distributed to children and adults as part of our summer reading program. The women's room will become a unisex public bathroom with limits of one person/family at a time. The men's bathroom will be the staff bathroom. There will be a barricade in the hallway to prevent patrons from accessing the staff area and the drinking fountain will be covered. Social distancing signage has been purchased for the floors, and the fire marshal has visited to ascertain how many people can legally fit in the building after state restrictions are applied. This level of service will probably exist for quite some time.
Stage 1: Closed to the Public, Virtual Only, March 20 – June 2, 2020
Stage 2: Staff Returning/Returns Accepted, June 3 – 14
Stage 3: Curbside Pick-up, June 15 – present
Stage 4: Open to Public for Grab and Go Services in July, date TBD
- d. Website Design Project Responses: Marj Dixon has gathered proposals from website design companies and provided a breakdown of her findings to the board. Her recommendation was to accept the proposal from Stirling Brandworks.

Motion by Bissoon-Dath and second by Coles to accept the website redesign proposal from Stirling Brandworks, not to exceed \$25,000. Roll Call: Bissoon-Dath yes, Chuck yes, Coles yes, Deeds yes, Gehrlein yes, Rogge yes.

6 aye, 0 nay. The motion was unanimously carried.

- e. SMART Goals and Strategic Plan: No update at this time
- f. Policy and Procedure Manual Review Update: Director Teasdale spoke with Anne Seurnyck on June 17, and she expects to have our policies back to us before the end of the June. When they arrive, the Policy Committee will be contacted so they can begin the review process.

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

12. Trustee Comments:

Trustee Gehrlein thanked Pam, Jocelyn, and Katie for their reports and for their hard work.

Trustee Deeds thanked Pam for her great programming, Jocelyn for her impressive visuals in her report, her work at leveling the new readers books, and for the youth programs such as Young Writers Club. She also thanked Katie for her craft programs and for thinking outside of the box. She thanked Holly and her husband Chris for taking on the bathroom upgrades and thanked the entire staff for their dedication as this pandemic has been hard on everyone.

Trustee Bissoon-Dath thanked the staff for their hard work and pointed out that he and Deeds will be write-in candidates for the election.

Trustee Coles said he was glad that the library was able to keep staff on board and working during the closure.

Trustee Chuck thanked all of the staff for all they've done the last few months. She thanked Katie for preparing the flyers for the food drive, which collected 6000 pounds of food and \$50 in cash. She wished Marj good luck with the new website. She commented that Pam, Jocelyn, and Katie all hit it out of the park, and that it was a great choice to hire Katie.

Youth services librarian Jocelyn Levin stated that she feels staff was very lucky to have had the support of the board to keep working during the closure. The community has also been expressing gratitude for all the services that the library was able to provide while closed. For instance, 45 Story Time episodes were recorded and provided to the children of our community.

13. Adjourn Meeting: Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:09 p.m.

Respectfully Submitted,
Pam Quackenbush, Recording Secretary