

Lyon Township Library Board Minutes  
Virtual Meeting  
August 25, 2020

1. Call to Order at 7:01 p.m. by Library Board President Cheryl Chuck
2. Roll Call: Board Members present were Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Don Gehrlein, and Sherri Rogge. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush were present. Amy Deeds was excused.
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: Jocelyn Levin and Robert Swain 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:  
Two staff members will be leaving us this month. Our page Leah Barber will be leaving to attend college, and for the time being we will get along with one page. Our clerk Monica Sloan is leaving to attend grad school, and former clerk Karen Stannard will be rejoining the staff to take her place.
8. Director's Update:
  - a. Summer Reading Program:  
Virtual Summer Reading is going well, and there will be a full report from Jocelyn Levin when it is finished.
  - b. Retrofitting of Bathrooms: Retrofitting of hands free items is complete except for automatic toilet flushers for women's room that are on backorder. The toilet in the men's room had to be replaced so that one is also waiting for install of the automatic flush.
  - c. Curbside Pick-up: Curbside is still the preferred method for our patrons to get their items. Pick-up can be arranged by phone or online.
  - d. Community Reads and Neighborhood Library Association: Our 11th Annual community Reads will be "Kent State: Four Dead in Ohio," a graphic novel by Derf Backderf. The virtual author visit will take place on November 12 at 7:00 pm and registration will begin on September 8 on the Novi Library website.  
This program will be sponsored by the Neighborhood Library

Association (NLA) of which LTPL is a member. Since COVID 19, NLA member libraries are doing more collaborative online programming.

- e. 2019 Audit and Closing out 2019 Books: Director Teasdle just received the 2019 Audit from Michele Cash, the Lyon Township Treasurer the day before the meeting, but still has not received the December 2019 Revenue/Expense report. Once she receives that report she can close out the books for 2019.
- f. Friends of the Library and Book Donations: Due to COVID and the fact that the shed is full we are not currently taking book donations. Having no protected area outdoors to set up, all book sales for this fall are cancelled.
- g. Penal Fines: The 2020 Penal Fines were received in the amount of \$25,050, about \$5,000 less than we were expecting and had budgeted for. Currently it is assumed that next year the disbursement will be less than usual as well due to COVID. The library also received both of the state aid checks for 2020, which was not assured but welcome nonetheless.
- h. Virtual Meetings and webinars: Staff continues to attend meetings and trainings virtually.
- i. Electronic Recycling: 13 large bins were filled and more was overflowing into parking lot. This is the last time the company will not charge us for this service, so the future of this event is up in the air.

## 9. New Business

- a. 2021 Strategic and Budget Planning Discussion: Director Teasdle explained that the pandemic changed our ability to do long-term planning. Hopefully discussions can continue with the township concerning the site for a new library and re-examining the use of our current building, but our plans for a millage campaign are on hold. Trustee Coles said he would like to see the subcommittee resume meetings when possible. Plans for 2021 include more online databases and downloadable products, which are heavily used, and a new digital outdoor sign. The budget will need to be adjusted for additional cleaning and purchases related to Covid 19 as well as lower revenue from the state and county. Trustee Gehrlein expressed that he hoped we can add more to our fund balance next year. Director Teasdle agreed and said she would have a preliminary budget ready for discussion at the September meeting.

## 10. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdle is keeping track of all capital and office supply expenses incurred as a result of the Covid-19 Pandemic. Extra costs for supplies and

opening the building during the pandemic are getting close to \$10,000.00. Trustee Rogge asked how the library would offer curbside pick-up in the winter. Director Teasdle answered that the plan is to have pick-up in the north vestibule since it is the larger of the two public entrances.

- b. IMLS Grant: Our application for a Cares Grant through Oakland County for expanding internet access to the public and for PPE was submitted on June 30 and was approved. Our library will receive \$3000 for the purchase of Chromebooks and another wireless access point as well as \$500 for the purchase of masks. Now staff is pursuing another opportunity to be reimbursed for more expenses through the Cares Grant.
- c. LTPL Reopening Plan and Levels of Service: Director Teasdle reviewed the timeline for reopening after the Stay at Home Order was lifted on June 2, 2020.  
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 on July 6; 30 minute computer sessions available to patrons July 21.
- d. Website Design Project Responses: We have engaged in a contract with Stirling Brandworks. Meetings began on July 22 and August 11 to discuss the design for the website. The primary goal is to provide ease of use for our patrons.
- e. Policy and Procedure Manual Review Update: Director Teasdle received back 26 of the 43 policies sent to attorney Anne Seurnyck on June 17. The Policy Committee, which consists of Cheryl Chuck, Ed Coles, Katie Rothley, and Holly Teasdle, met on August 5<sup>th</sup> and 12<sup>th</sup> and have been able to review 9 of the policies so far. Another meeting is planned for September 16. The plan is to have all policies ready for Board approval by the end of the year.

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

12. Trustee Comments:

Trustee Coles remarked that it had been a trying few months, the lost momentum on the new library is disheartening, but the good thing is that everyone is working well together.

Trustee Rogge said she and her daughter had a good time with Summer Reading and thanked Jocelyn. She is also enjoying the suggestions for new books Katie is posting on Facebook.

Trustee Gehrlein noted that the library is adjusting well to the challenging times. He also thanked Robert Swain for attending and said he hopes for better communication with the township board.

Trustee Bissoon-Dath thanked the staff for powering through and thanked Robert Swain and Jocelyn Levin for joining the meeting.

Trustee Chuck thanked the staff and said she was sorry she couldn't bring donuts and cider to share at a virtual meeting.

13. Adjourn Meeting: Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:00 p.m.

Respectfully Submitted,  
Pam Quackenbush, Recording Secretary