

Lyon Township Library Board Minutes
May 26, 2020

1. Call to Order at 7:05 p.m. by Library Board President Cheryl Chuck
2. Roll Call: Board Members present were Joshua Bissoon-Dath, Cheryl Chuck, Don Gehrlein, and Sherri Rogge. Ed Coles was excused. Amy Deeds arrived at 8:05. 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 Rogge and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: Jocelyn Levin and Alta Moore attended
5. Approval of the Agenda: Motion by Gehrlein and second by Bissoon-Dath to approve the Agenda. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:
Lyon Township Board Meeting: Deeds attended
Friends of the Library Book Sale: Collection of donations and book sales are on hold until further notice. June meeting may be a virtual meeting.
Director Teasdale
8. Director's Report:
 - a. Virtual Programming and Reference During Closure:
Staff continues to monitor and answer emails, phone messages, Facebook messages and website contacts, offering technical assistance, reference help, and issuing library cards. Website and social media have been updated daily, and new resources have been added thanks to vendors offering them at no charge. One-on-one technology and genealogy assistance are offered via Zoom. Youth services is uploading 3-5 StoryTimes to Facebook and YouTube every week and other staff added closed captioning to all videos for children with hearing impairments. Original programming from LTPL continues via Zoom. Books and Brews Book Club continues monthly through August with new titles available for free through our Hoopla and Overdrive platforms. Community garden and seed library services continue via email.
 - b. Summer Reading Program: Staff members have been working diligently to prepare for a virtual Summer Reading Program that will

launch June 15 via an app we purchased called Read Squared. The app allows participants to sign up, receive and complete “challenges,” and keep track of their reading. There will be virtual programming and live events that will also be recorded and available on the library website. Craft kits will be available weekly for children to pick up and do at home, as well as STEM experiments, Lego challenges, and virtual tours of museums and zoos.

- c. In April, library staff made phone calls to approximately 300 senior citizens over 70 to see if they needed assistance with library services or if there were any other needs we could help them with. Many of our older patrons depend on the library for a social outlet and we wanted to make sure they were doing well.
 - d. Community Reads and Neighborhood Library Association: the annual event was put on hold during library closures, and hopefully will be a virtual event this fall. NLA libraries have discussed working together to provide additional digital content and programming.
 - e. Internet Access for the Public: Free Wi-Fi has always been available inside and outside the library in the parking lot, and staff publicized this for patrons to use during our closure. An additional hotspot was added on the south side of the building to boost the signal further, and signs were put out in the lot with information on how to access the Wi-Fi.
 - f. Library Flyers at South Lyon School District Food Distribution: Flyers about LTPL services were distributed at the food distribution points.
 - g. Virtual Meetings and Webinars: Staff members were active in attending many meetings, trainings, and webinars throughout the closure.
9. New Business
- a. Capital Improvements and Supplies for COVID-19: Prior to and during the closure we have been purchasing personal protection equipment such as gloves, masks, and aprons, and sanitizing supplies such as sprays, hand sanitizer, and disinfecting wipes for staff and patron safety. We do not know how fast we will go through these supplies, especially once the library opens to the public. Acrylic barriers have been installed around the circulation desk and will be installed between the public computers.
 - b. LTPL Reopening Policy: Director Teasdale presented the policy and directed the board to the portion having to do with requiring that patrons wear masks in the library building. While we would prefer to require that every patron wear a mask while in the library, she felt that it would be difficult and possibly dangerous for staff to confront people if they become belligerent. Staff will have disposable masks to offer patrons who do not have one. Motion by Gehrlein and second by Bissoon-Dath to accept the Lyon Township Reopening

Policy as amended.

- c. LTPL Pandemic Response Levels of Service: Director Teasdle explained that libraries are unique in that they have items coming back as well as items going out. For the safety of staff and public, she prepared a document outlining the levels of service, supplies and responses required, and who is allowed inside the building for each stage of reopening. This document and the could change as new information is received.
Stage 1: Closed to Public
Stage 2: No Direct Public Contact: Staff inside, building is closed
Stage 3: Curbside Pick-up, building still closed
Stage 4: Limited Public Allowed in Building (with restrictions)
Stage 5: Open to Public (with conditions)
Motion by Rogge and second by Gehrlein to accept the LTPL Pandemic Response Levels of Service as presented. The motion passed unanimously.
 - d. Virtual Programming Survey: An online survey was conducted by library staff to determine what types of virtual programming our patrons were most interested in seeing. Arts, crafts, and gardening were the most popular answers.
 - e. State Aid Funding: Director Teasdle explained that we have received the first portion of our 2020 state aid which was \$5,772.76, but libraries might not get the second disbursement due to state deficits caused by the COVID-19 crisis. We budget for \$10,000 in annual revenue from state aid, so not receiving our second check will leave us with a budget shortfall of \$4,227.24, which is 0.37% of our budget revenue for 2020.
 - f. CARES Act Grant: Director Teasdle participated in a webinar on the grant application process for receiving money designated for libraries under the CARES act and will be submitting the paperwork as soon as possible. This grant provides funds for personal protection equipment and for increasing digital inclusion services and supplies, such as hotspots.
10. Old Business
- a. Smart Goals and Strategic Plan: The library staff will need to reevaluate what our Smart Goals are now that we will not be running a millage campaign for 2020. The library staff and board need to reimagine how to expand services and outreach while remaining in our small building and reengage the public and find out what they want. Director Teasdle recommends that a committee made up of

board and staff members be formed to examine what our immediate and long term Smart Goals may be.

- b. Policy and Procedure Manual Review Update: Our policies were turned over to our library lawyer Anne Seurnyck in February for review and recommendations with the idea that they would be available for review by our Policy and Procedure Committee by the end of March. The project was delayed due to the pandemic, but she hopes to have it finished and back to the board in a few weeks.

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

12. Trustee Comments:

Trustee Gehrlein said he is amazed at all of the meetings and webinars staff are attending and all the work it takes to be in compliance with the executive orders. Trustee Rogge said she cannot believe how much work staff is able to do from home.

Trustee Deeds thanked the staff for doing so much during the closure and she really likes the online story times. She is anxious to get back to getting books from the library again.

Trustee Bissoon-Dath commended Director Teasdle and the staff for their hard work.

Trustee Chuck said the staff is doing a fantastic job under the circumstances, and she realizes how much stress Director Teasdle has been under. She thanked staff, and especially Alta, for reaching out to older patrons. She thanked Pam for her work with the community garden, and she has noticed how busy it is. She thanked Jocelyn Levin for the story times, and Marj for all she does to help patrons with technology.

13. Adjourn Meeting: Motion by Rogge and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:49 p.m.

Respectfully Submitted,
Pam Quackenbush, Recording Secretary