

Lyon Township Library Board Minutes  
Virtual Meeting  
October 27, 2020

1. Call to Order at 7:01 p.m. by Library Board President Cheryl Chuck
2. Roll Call: Board Members present:  
Joshua Bissoon-Dath – Lyon Township, Oakland County, Michigan  
Cheryl Chuck – Lyon Township Oakland County, Michigan  
Ed Coles – Lyon Township, Oakland County, Michigan  
Amy Deeds – South Lyon, Lyon Township. Oakland County, Michigan  
Don Gehrlein – Lyon Township. Oakland County, Michigan  
Sherri Rogge – Lyon Township. Oakland County, Michigan  
Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
3. Approval of the Consent Agenda: Motion by Coles and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: none
5. Approval of the Agenda: Director Teasdale added item 9c Discussion of SB1108. Motion by Bissoon-Dath and second by Gehrlein to approve the Agenda as amended. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:  
There will be no staff and board holiday party this year
8. Director's Update:
  - a. Curbside Pick-up: Curbside pick-up is still how most of our patrons are picking up books. There is an online scheduling option offered, or patrons can simply call and ask for their items to be put out for pick-up. Starting in November, curbside pick-up will be moved to inside the north foyer.
  - b. Community Reads and Neighborhood Library Association: Our 11th Annual community Reads is "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 is on the Novi Library website. Director Teasdale stated she enjoyed the book and learned a lot.
  - c. Automatic Renewal: Starting in the beginning of October, the TLN Shared System will automatically renew items so they will not be

overdue. Renewal rules will remain in place and renewal is not guaranteed. If a book has holds, or has reached the check-out limit, it will not be renewed.

- d. Quarantining of Materials: Library staff and TLN truck drivers and sorters all depend on each other to quarantine library materials for a minimum of four days when they are returned. While one library system in Kent County has done away with quarantining materials, Director Teasdale and the other TLN library directors are not going to make that move at this time. She will keep the board updated on any changes in procedure.
- e. The library will be closed on Election day, November 3, 2020
- f. Virtual Meetings and webinars: Director and Staff continue to attend all meetings and trainings virtually.

## 9. New Business

- a. Oakland County CARES Grant Resolution: Director Teasdale presented the resolution to create an inter-local agreement between Lyon Township Public Library and Oakland County for disbursement of funds from the CARES Act. Since the federal funds were originally dispersed to the county, a resolution is required to show the board approves of the director signing an agreement with the county to use the funds for materials purchased as a direct result of COVID-19. Director Teasdale explained that the board would vote on the resolution during the meeting and stop by the library the next day to sign the document. Motion by Bissoon-Dath and second by Deeds to adopt the Resolution authorizing the Library Director to sign the agreement for the CARES Act Distribution between Oakland County and the Lyon Township Public Library.  
Roll Call: Bissoon-Dath – yes, Cheryl Chuck – yes, Ed Coles – yes, Amy Deeds – yes, Don Gehrlein – yes, Sherri Rogge – yes. Ayes – 6, Nays – 0. The motion passed unanimously.
- b. Continuing Education Opportunities for Board Members: The Library of Michigan is offering free workshops for Library Board members in November. Library Trustee 101 and Library Trustee 102 will be offered as well as a Trustee By-Laws workshop on October 30. Director Teasdale urged all board members to attend if possible.
- c. Senate Bill 1108 SB 1108 amends the Open Meetings Act (“OMA”) to permit and establish procedures for a public body to hold meetings electronically. As amended, OMA now allows for the continuation of virtual meetings for any circumstances through the end of this year (December 31, 2020) and provides retroactive application to deem as valid all virtual meetings that have taken place since March 18, 2020, under the now defunct executive orders. Similar to the prior executive orders, under the new changes to OMA, if a public body elects to conduct business via

electronic means, then certain notices and precautions must be taken to ensure public participation at the meeting.

## 10. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdle reported that she is waiting for confirmation that the CARES Act submissions made by the library have been accepted. We are currently set for PPE and cleaning products.
- b. IMLS Grant: Our application for a Cares Grant through the Institute of Museums and Library Science (IMLS) County for expanding internet access to the public and for PPE was submitted on June 30 and was approved. Our library was awarded \$3465 for the purchase of Chromebooks and another wireless access point as well as the purchase of masks and other PPE. We are currently waiting for the availability of Chromebooks to open up. Oakland County was also awarded money through the CARES Act Grant and it was opened up to libraries. LTPL has submitted expenditures totaling \$16,600 for Covid related purchases, including our acrylic barriers, sanitizing equipment, technology for providing online programs, and bathroom hands-free upgrades. We can continue to submit and will be ordering more Chromebooks, hotspots, and tablets for the public to check out as well as air purifiers for the library.
- 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. This is our current level of service. Due to meeting size restriction we are not able to provide in-person programing and events, but continue to provide many virtual programs to the public. LTPL is open to the public for the same number of hours as pre-Covid. Four staff members have been exposed to COVID-19 over the last month. They quarantined and did not return to work until they had a negative test. In light of this, Director Teasdle has written procedures to follow that are in line with current CDC and Oakland County guidelines.
  1. If a staff member is sick and presenting with symptoms of COVID-19, they must quarantine at home until they have results of a COVID-19 test.
  2. If a staff member has been exposed to a person who has tested

positive for COVID-19, they must quarantine at home until they have results of a COVID-19 test.

3. If they test negative, the staff member may return to work. If they test positive, the library will:

Immediately inform the staff and Board of the situation.

Close the library for up to 2 weeks. Upon closure we will not be accepting returns or providing curbside pick-up. All staff are required to quarantine at home. Depending on staff availability and health during this time, we may or may not be continuing with online programming, answering phone calls/voicemails/emails/Facebook messages.

Upon finding out a staff member has tested positive, we will do everything we can to communicate to the public this information as well as our closure via outgoing phone message, newsletter, social media platforms, website, and signs on the door and outdoor sign. We will also notify TLN to stop delivery, alert TLN consortia libraries, and Lyon Township offices.

4. Notify our cleaning company to conduct a deep cleaning and electrostatic spraying of the library.

5. All staff members will be required to receive a COVID-19 test. Further testing or decisions will be made upon the results of the tests.

6. If enough members of the staff test negative to safely reopen the library, we will do so, but depending on staffing levels we may have shortened hours of operation.

- d. Website Design Project: Director Teasdle reported that there had been a disconnect in communication with the Stirling web designer about some of the elements of the new website, but they are working through it and they are on track for the project to be completed in November.
- e. Policy and Procedure Manual Review Update: Director Teasdle has received 28 policies for review from attorney Anne Seurnyck on June 17. Initially, 43 policies were sent – many were combined to make our manual more efficient and easier to navigate by staff. The Policy Committee, which consists of Cheryl Chuck, Ed Coles, Katie Rothley, and Holly Teasdle, has met once since our last board meeting and are getting closer to the end of the review process. The FOA and Employee Bylaws will be time consuming. Director Teasdle is compiling a list of questions for the lawyer and will need two new policies.
- f. 2021 Budget Discussion: Director Teasdle presented a new draft of the 2021 budget including changes suggested at the September meeting. No vote required as it will need to be voted on in a public hearing.

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

12. Trustee Comments:

Trustee Coles said it was a good discussion, and while we are doing all we can right now he doesn't want to lose sight of our long-term plans.

Trustee Rogge remarked that she loved getting all of the board documents in one file.

Trustee Gehrlein thanked Holly for condensing the board documents.

Trustee Bissoon-Dath thanked the policy committee for their work, He also gave a shout-out to Katie Rothley for her spectacular work with his program.

Trustee Deeds thanked Coles, Chuck, Teasdale, and Katie Rothley for all of their policy review work. She also mentioned that she is loving the new auto-renew feature and that she can't wait to see the new website. She loves the idea of a bookmobile.

Trustee Chuck commented that maybe we could look for grants or donation to buy a book-mobile. She also agreed that the subcommittee to explore the future of the library should be re-formed so we can find out where we stand. She also mentioned that being on the policy subcommittee isn't that bad, just intense. She appreciates the work everyone is putting in.

1. Adjourn Meeting: Motion by Rogge and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:19 p.m.

Respectfully Submitted,  
Pam Quackenbush, Recording Secretary