

Lyon Township Library Board Minutes
Virtual Meeting
September 29, 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, Amy Deeds, Don Gehrlein, and Sherri Rogge. Library Director Holly Teasdle, Recording Secretary Pam Quackenbush, and Genealogist Cathy Cottone were also present.
3. Approval of the Consent Agenda: Motion by Coles and second by Bissoon-Dath to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: Jocelyn Levin, Youth Services Librarian
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. Announcements and Communications:
We will be welcoming our new page, Natalie Haggard, on October 3.
8. Director's Update:
 - a. Retrofitting of Bathrooms: Director Teasdle reported that the backordered automatic flushers arrived and were installed over the last weekend. This concludes all retrofitting of faucets, toilets, soap dispensers, and paper towel dispensers, for hand's free use.
 - b. 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 and the return bins will be under the overhang.
 - c. 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 is on the Novi Library website. All participating libraries will offer a virtual book discussion. This program will be sponsored by the Neighborhood Library Association (NLA) of which LTPL is a member. This is the first time a graphic novel has been chosen, and so far the response has been good.

- d. 2019 and 2020 Revenue/Expense Reports: Director Teasdle received the December 2019 and January – June 2020 Revenue and Expenditure Reports from Township Clerk Michele Cash, and was able to reconcile most of the 7 months of data. There were a few issues that she brought to the attention of Michele Cash and Patricia Carcone. She is waiting on responses.
- e. Friends of the Library (FOL), Book Donations, and the FOL Shed: Director Teasdle and her family emptied out the very full shed and sorted books to be sold to Thrift Books and those to keep for the next book sale. Two pallets of books, mostly library discards that do not sell well at book sales, were picked up by Thrift Books on Monday, September 21. Due to COVID the library is not currently taking book donations.
- f. The Library Network (TLN) Director Retirement: TLN Director Jim Pletz is retiring. Finalists for the position will be interviewed by the TLN Board this week.
- g. TLN Steering Committee: Director Teasdle informed the board that she will be the committee chair of the TLN Steering Committee, which represents the TLN Shared System and non-Shared System libraries and the co-op membership as a whole. It works directly with Administration and the TLN Directory.
- h. Virtual Meetings and webinars: Director and Staff continue to attend all meetings and trainings virtually.

9. New Business

- a. 2021 Hours and Holiday Closures: Director Teasdle presented the proposed 2021 Hours and Holiday Closures. Hours of operation remain unchanged from 2020, with the library being open for 62 hours per week except for June-August when Sunday closure results in 58 hours per week. Holiday closures consist of New Year's Day, Martin Luther King Day, Easter, Mother's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. On some holidays the library is closed for additional days as is traditional, for a total of 23 days of holiday closures. Motion by Bissoon-Dath and second by Gehrlein to accept the 2021 Hours and Holiday Closures as presented. The motion passed unanimously.
- b. 2021 Library Board Meeting Dates: Motion by Rogge and second by Coles to accept the 2021 Library Board Meeting Dates as presented. Meeting dates are January 26, February 23, March 30, April 27, May 25, August 31, September 28, October 26, and November 30. The motion passed unanimously.
- c. Landscaping: Director Teasdle noted that only mowing is done by the township. The front and back of the library is really looking bad with weeds, overgrown groundcover, and un-trimmed bushes. In the past the library got by with volunteers and people doing court-

ordered community service. In 2020 there has been only one volunteer that cannot keep up with everything, and she is going to be moving out of town. Director Teasdle proposed taking bids for fall clean-up. She also proposed forming a landscaping sub-committee to explore making low-maintenance landscaping improvements for spring of 2021. Motion by Deeds and second by Bissoon-Dath to approve the formation of a Landscaping Subcommittee consisting of Amy Deeds, Pam Quackenbush, and Holly Teasdle. The motion passed unanimously.

- d. 2020 Genealogy Annual Report: Genealogist Cathy Cottone presented an overview of the genealogy department in 2020, including programing, services, databases, and the physical collection of books and other resources. She noted that the digital conversion project was put on hold because of the pandemic and will be resumed when things return to normal. Director Teasdle added that she and Cathy would prefer to wait until then to purchase new items so the library can invest in the newest technology. Motion by Gehrlein and second by Bissoon-Dath to accept the 2020 Genealogy Annual Report as presented. The motion passed unanimously.

10. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdle reported that the library has purchased 500 more masks, additional bags for curbside pick-up, and more cleaning supplies that will be reimbursed through the CARES Act. Staff will continue to track purchases for submission for reimbursement.
- 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 \$500 for the purchase of masks. All purchases for this grant will be completed by September 30.
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 as expenses accrue.
- 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 programming 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.

Director Teasdale did a survey of TLN Libraries and found a great variety in levels of service among the membership. 38 libraries were open for Grab and Go service, although some restrict patrons to only a portion of the building and some do not provide computer access yet. Some are operating on reduced days and hours. Most of our neighboring libraries fall into the Grab and Go category. 28 libraries were still offering curbside service only, and 4 libraries were still closed. Libraries continue to close temporarily if an employee tests positive for Covid 19. Fortunately, this has not been an issue yet at LTPL.

- d. Website Design Project: Director Teasdale reported that the menu structure, page templates, and color schemes have been finalized with the Stirling web designer, and they are on track for the project to be completed in November. In addition, a new calendar application has been selected called Assabet that has new features than our current one and is more responsive for working with mobile devices.
- e. Policy and Procedure Manual Review Update: Director Teasdale 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 Teasdale, has met three times so far and are about halfway through the review process. The plan is to have all policies ready for Board approval by the end of the year.
- f. 2021 Budget Discussion: Director Teasdale presented a first draft of the 2021 budget. After going through the line items she requested feedback from the board at their convenience.

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

12. Trustee Comments:

Trustee Coles said kudos to Holly Teasdale for her leadership and thanks to the staff for the level of service they provide.

Trustee Rogge thanked Jocelyn Levin for her summer reading report that she submitted. She also mentioned that she was enjoying Katie Rothley's library Facebook posts and getting a lot out of them.

Trustee Gehrlein thanked Cathy Cottone for her presentation, and commented that he thinks LTPL is in good shape compared to some other libraries and thanked Holly and the staff for that.

Trustee Bissoon-Dath thanked Cathy Cottone for her presentation.

Trustee Deeds thanked Cathy Cottone for her presentation, thanked Jocelyn Levin for her Summer Reading report and story times, and Katie Rothley for doing a great job promoting the library on Facebook. She also thanked Holly Teasdale for keeping up with everything and thanked Pam Quackenbush for procuring supplies before they became scarce.

Trustee Chuck reminded the board that Bissoon-Dath and Deeds were write-in candidates and that it was important to vote. She also encouraged the board to promote the library and library activities, and thanked Cathy Cottone for her presentation.

13. Adjourn Meeting: Motion by Gehrlein and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:56 p.m.

Respectfully Submitted,
Pam Quackenbush, Recording Secretary