

Lyon Township Library Board Minutes
Virtual Meeting
November 24, 2020

1. Call to Order at 7:02 p.m. by Library Board President Cheryl Chuck
2. Roll CallL Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, and Sherri Rogge. Library Director Holly Teasdle and Recording Secretary Pam Quackenbush also attended. Technology Coordinator Marj Dixon was also present.
3. Declaration of Board Members present location:
Joshua Bissoon-Dath – Winnie, Jefferson County, Texas
Cheryl Chuck – Lyon Township, Oakland County, Michigan
Ed Coles – Rural Hall, Forsyth County, North Carolina
Amy Deeds – South Lyon, Lyon Township. Oakland County, Michigan
Don Gehrlein – Lyon Township, Oakland County, Michigan
Sherri Rogge – Lyon Township, Oakland County, Michigan
4. Approval of the Consent Agenda: Motion by Coles and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
5. Call to the Public: none
6. Approval of the Agenda: Bissoon-Dath added item 11e Library Strategic Planning. Motion by Bissoon-Dath and second by Deeds to approve the Agenda as amended. The motion passed unanimously.
7. Approval of Bills: none
8. Announcements and Communications: Director Teasdle announced she would be working from home until December 3.
9. Director's Update:
 - a. Curbside pick-up and return bins have been moved to inside the north foyer. There is a professionally made sign with arrows to direct patrons to the 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 took place on November 12 at 7:00 pm with about 80 attendees.
 - c. Update on Open Meetings Act: Under the current orders the Library Board will be able to conduct meetings virtually until December 31, 2021.

- d. Reminder of Holiday Closings: The library will be closed November 26 and 27 for the Thanksgiving holiday, December 24-26 for Christmas, and December 31 – January 1 for New Years.
 - e. Tracking COVID 19 at TLN Libraries: TLN has established a tracking system so that TLN libraries can stay aware of what services are being offered at our neighboring libraries. It will be updated constantly.
 - f. Virtual Meetings and webinars: Director and Staff continue to attend all meetings and trainings virtually.
10. Public Hearing for the 2021 Lyon Township Library Budget: The 2021 Lyon Township Library Budget Public Hearing opened at 7:17 pm.
- Discussion of Revenue: The millage rate for 2020 was .878850. The operating millage voted on in 2017 was .89 mills for 10 years, and the decrease in millage rate is due to Headlee rollback. The Warrant Worksheet from Oakland County projects that the library will collect \$1,204,952. The library budgets for 2% less than that in case of tax tribunals. There was a 13% decrease in Other Income revenue for elimination of Book Sale revenue.
- Discussion of Expenses: Personnel costs increased 2.1% due to a 3% wage increase for all staff. Staff Development costs will decrease due to less mileage costs as a result of all meetings and trainings being virtual. There is a 14.3% increase in Office Expenses as this is the line item for PPE/COVID 19 supplies.
- In Operating Supplies there is an 11.8% increase in Digital Content for downloadable books and streaming services, virtual programming, and databases for in-home learning for students. We doubled our number of circulating Hotspots from 10 to 20, and will need to purchase more to circulate with the Chromebooks. The visibility and public demand of these services became much more visible to patrons because of the shutdown and home learners.
- Utility Expenses will be increasing 52.5% due to increases in contracts and services for added custodial and security services due to COVID19. Landscaping services are now required because of volunteers not being able to help.
- Admin Institutional will decrease 29.4% in 2021 since the library will not have the expense of creating the new website.
- Capital Equipment is increasing 55.5% due to an upgrade of the outdoor sign and phone system and the purchase of a self-check-out app/and software.
- There is a total increase in Expenditures of 4.7% for 2021.
- Motion by Gehrlein and second by Bissoon-Dath to approve the 2021 Lyon Township Public Library Budget with Total Expenditures of \$1,113,819 and Total Revenue of \$1,224,150, with a surplus of \$110,331.
- Roll Call: Bissoon-Dath – aye, Chuck – aye, Coles – aye, Deeds –

aye, Gehrlie – aye, Rogge – aye. The motion passed unanimously.
Public Hearing for the 2021 Lyon Township Library Budget closed at
7:37 pm

11. New Business

- a. COVID 19 Preparedness and Response Plan: Director Teasdale presented the LTPL COVID 19 Preparedness and Response Plan as required by MDHHS and MIOSHA. The plan was prepared by Anne Seurnyck from the library's law firm of Foster Collins Swift.
COVID-19 PREPAREDNESS AND RESPONSE PLAN

Employer: Lyon Township Public Library

I. Purpose

This COVID-19 Preparedness and Response Plan ("Plan") is adopted in compliance with the MIOSHA Emergency Rules on Coronavirus Disease 2019 (Covid-19), filed with the Secretary of State on October 14, 2020 ("MIOSHA Rules").

II. Designated Supervisors

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan: Holly Teasdale, Pamela Quackenbush, Marjorie Dixon, Katie Rothley, Jocelyn Levin, Melissa Shank. A designated supervisor must remain on site at all times when workers are present on site. An on-site employee may be designated to perform the supervisory role.

III. Workplace

Considerations The employer's workplace is a public library. There is anticipated exposure from close contact with the general public and people who may not know or suspect that they are infected with COVID-19. The employer considers in-person workers who interact with the general public to be at "medium exposure risk" under OSHA's Guidance on Preparing Workplaces for COVID-19 ("OSHA Guidance"), which is defined as follows:

Medium exposure risk jobs include those that require frequent and/or close contact (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high volume retail settings). Workers who do not interact with the general public are considered to be "lower exposure risk" under the OSHA Guidance, which is defined as follows:

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

IV. Training

The employer will provide COVID-19 training to employees that covers, at a minimum, all of the following:

1. Workplace infection-control practices.
2. The proper use of personal protective equipment.
3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
4. How to report unsafe working conditions.
5. Appropriate cleaning procedures.
6. How to manage symptomatic members of the public upon entry or in any public building.

V. Basic Infection Prevention Measures & Safe Work Practices

To protect its in-person workers, the employer will:

1. Comply with all workplace safeguards set forth in MDHHS orders, the MIOSHA Rules or local public health department EO 2020-145 and subsequent executive orders.
2. Require in-person workers to comply with the social distancing practices described in the MIOSHA Rules EO 2020-145, which includes keeping workers at least six feet from one another to the maximum extent possible (including through the use of ground markings, signs, and physical barriers, as appropriate to the workplace) and restricting the number of workers present in the workplace to no more than is strictly necessary to perform the business's permitted operations.
3. Promote frequent and thorough hand washing, including by providing workers with a place to wash their hands and by making cleaning supplies available to employees upon entry and at the worksite. If soap and running water are not immediately available, the employer will provide alcohol-based hand rubs containing at least 60% alcohol.
4. Require workers to stay home if they are sick.
5. Post signs encouraging respiratory etiquette, including covering coughs and sneezes.
6. Prohibit Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment (including door handles, tools, machinery, and vehicles). When choosing cleaning chemicals, the employer will consult information on Environmental Protection

Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The employer will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

8. Direct that face-to-face meetings should be replaced with virtual meetings.

9. To the extent feasible, allow in-person workers to work on alternating days/shifts to reduce total number of employees in the facility.

10. Discontinue nonessential travel for workers.

11. Provide tissues, no-touch trash cans, hand soap, hand sanitizer, and disposable towels for workers.

12. Promote remote work to the fullest extent possible.

13. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

14. Install physical barriers, such as clear plastic sneeze guards, where feasible.

VI. Identification and Isolation of Ill Workers; Response

1. The employer will instruct in-person workers to self-monitor themselves for signs and symptoms of COVID-19. Workers must not report to work if they have signs or symptoms of COVID-19 or other illness.

2. The employer will conduct a daily entry self-screening protocol, which will include asking workers entering the workplace to disclose any symptoms or illness, exposure to persons with COVID-19, and recent travel. The employer may also require workers to take their temperature and record the result in writing before working. Workers will enter the workplace at dedicated entry points.

3. Notwithstanding anything in the employer's employment policies, no written note from a physician is required for workers who are staying home from work due to illness, nor is a written note required for an employee to return to work.

4. Workers in the workplace who display signs or symptoms of COVID-19 must be immediately isolated from other workers. The worker with signs or symptoms of COVID-19 should be placed in a separate room with closable doors until he or she leaves or is transported from the workplace. If a face mask is available, the worker should wear a face mask until he or she leaves or is transported from the workplace.

5. All workers may take any leave permitted under federal or state law or the employer's policies, including any leave for which they are eligible and for which they have a qualifying reason under the Families First Coronavirus Response Act.

6. If an in-person worker tests positive for COVID-19, the employer will take the following additional measures: a. Closing the affected building (or part of the building) to all workers; b. Having the affected building (or part of the building) professionally cleaned and sanitized in a manner that is CDC compliant; c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and d. Notifying the local public health department.

7. The employer will allow workers with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

VII. Personal Protective Equipment ("PPE")

Pursuant to the MIOSHA Rules EO 2020-145, the employer will provide non-medical grade face coverings to all on-site employees and require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. The employer will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace. Workers with questions or concerns should contact their supervisor.

Motion by Rogge and second by Bissoon-Dath to adopt the COVID 19 Preparedness and Response Plan as presented. The motion passed unanimously.

- b. Remote Work Policy during the Pandemic: Required by new guidelines from MIOSHA, the following plan was prepared by Mike Blum from Foster Collins Swift.

LYON TOWNSHIP PUBLIC LIBRARY REMOTE WORK POLICY DURING PANDEMIC

Lyon Township Public Library is committed to protecting the health and safety of its employees, in full compliance with all federal, state and local laws, orders and guidelines, including PA 2020 238 signed in law by the governor on October 22, 2020, the MDHHS Gatherings and Face Order effective November 18, 2020, the MIOSHA Emergency Rules issued October 14, 2020, and CDC guidelines. This remote work policy is implemented in supplement to the Lyon Township Public Library's Preparedness and Response Plan, in compliance with MIOSHA Emergency Rule 5(8) prohibiting in-person work for employees to the extent an employee's work activities can feasibly be completely remotely. This policy will be reviewed or rescinded when public health guidelines or business needs change.

All remote work must receive prior approval from the Library Director. Approval for remote work will be based on the nature of the employee's duties and needs of the library. Not all positions are appropriate or feasible for remote work.

Employees who must perform in-person work because their work cannot feasibly be completed remotely will be informed by the Library Director or their supervisor of that requirement and the reasons for it. Guidelines for employees who work from home are set forth below.

To ensure that employee performance will not suffer during time working remotely, employees are encouraged to:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their department manager and in compliance with state law

• Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively
Your assigned work schedule while working remotely will be the same as it is for in-person work, unless changed by the Department Manager and approved by the Library Director. Department managers should schedule regular meetings with employees working remotely via telephone conference call or videoconferencing.

Employees working remotely must follow all library policies applicable to in-person work. Non-exempt employees must follow all applicable policies regarding meal and rest breaks, approval for overtime, and timekeeping. Off-the-clock work is prohibited.

The Library will provide remote employees with equipment that is essential to their job duties, like laptops, headsets and cell phones (when applicable.) VPN and required software will be installed on equipment issued to employees.

Equipment that is provided to employees remains the property of the Library. The Library retains control over the property and reserves the right to monitor Library property even when used at the employee's remote location.

Employees must keep all Library property safe and avoid any misuse. Equipment supplied by the Library is to be used for business purposes only. Employees must take proper measures to secure Company information, assets and systems.

Upon termination of employment, all Library property must be promptly returned to the Library.

Motion by Gehrlein and second by Rogge to adopt the Remote Work Policy during the Pandemic as presented. The motion passed unanimously.

- c. Fund Balance Report: Treasurer Don Gehrlein reported that the library has a healthy projected fund balance of \$748,675 as of December 31, 2021.

- d. New Website Presentation: Marj Dixon, Technology Coordinator, presented a virtual tour of the new LTPL website that will be going live on Monday, November 30.

12. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdle reported that she has ordered Plexiglas dividers for the workroom from Library design, the same company that installed our barriers at the circulation desk. It her purchases were made for air purifiers, tablets, and laptops that will be covered by our CARES Grant.
- b. **IMLS Grant** and Oakland County CARES Act: 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.
Oakland County was also awarded money through the CARES Act Grant and it was opened up to libraries. LTPL submitted expenditures totaling \$16,600 for Covid related purchases on September 14, including our acrylic barriers, sanitizing equipment, technology for providing online programs, and bathroom hands-free upgrades. Six Chromebooks (currently on backorder), five tablets for the public to check out as well as air purifiers and filters for the library. Marj Dixon has been organizing the submissions for the grants.
- 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.
Step back to Stage 3: On November 18 the library returned to Stage 3 Curbside service due to a surge of COVID 19 cases in Michigan. All other virtual services and programming will still be offered.
Motion by Coles and second by Gehrlein to roll back to Stage 3 Curbside Service until further notice. The motion passed unanimously.
- d. Policy and Procedure Manual Review Update: Director Teasdle reported that all policies have been reviewed by the sub-committee

and will be ready for vote at the January meeting. The FOA and Employee Bylaws will be workshopped by the whole board at the January meeting. In 2021, we have budgeted for the Employee Handbook to be revised by Michael Blum of Foster Collins Swift, which will begin after the January meeting.

- e. Strategic Planning: Trustee Bissoon-Dath discussed forming a sub-committee to reach out to township officials concerning revisiting the discussion about using township property for a new library. Motion by Bissoon-Dath and second by Rogge to form a subcommittee to work with Lyon Township officials concerning a future library project. Roll Call: Coles – aye, Deeds – aye, Gehrlien – aye, Rogge – aye, Bissoon-Dath – aye, Chuck – aye. The motion passed unanimously.

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

14. Trustee Comments:

Trustee Coles thanked Marj Dixon for her presentation and thanked Holly Teasdale for her leadership through hard times. He thanked Trustee Bissoon-Dath for his work on the letter for the township.

Trustee Rogge remarked that she loved the new website.

Trustee Gehrlein noted that he attended both sessions of the Library of Michigan's trustee training course. He thought the sessions were excellent and that library boards have an important job and a great deal of responsibility.

Trustees Deeds and Rogge agreed.

Trustee Bissoon-Dath thanked Marj Dixon for her work on the website and that he thinks it looks amazing. He also thanked Don Gehrlein for his work on the financials.

Trustee Deeds thanked Marj Dixon for her work on the website and said she loves how it looks and can't wait to try it out on her phone.

Trustee Chuck thanked Trustee Gehrlein for his work on the financials, thanked Marj Dixon for her work on the website, and thanked the staff for all that they do. She wished everyone a Happy Thanksgiving.

Director Teasdale pointed out that the Library of Michigan trustee training sessions were recorded and available to watch. She thanked the board for another year of service and wished them happy holidays.

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

Respectfully Submitted by Pam Quackenbush, Recording Secretary