

Lyon Township Library Board Minutes  
Virtual Meeting  
February 23, 2021

1. Call to Order at 7:01 p.m. by Library Board President Cheryl Chuck
2. Roll Call: Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, and Sherri Rogge. Library Director Holly Teasdle. Technology Coordinator Marjorie Dixon, and Recording Secretary Pam Quackenbush also attended.
3. Declaration of Board Members present location:  
Joshua Bissoon-Dath –Lyon Township, Oakland County, Michigan  
Cheryl Chuck – Lyon Township, Oakland County, Michigan  
Ed Coles – Rural Hall, Forsythe County, North Carolina  
Amy Deeds –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 Bissoon-Dath and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
5. Call to the Public: none
6. Approval of the Agenda: Motion by Coles and second by Gehrlein to approve the Agenda. The motion passed unanimously.
7. Approval of Bills: none
8. Announcements and Communications: none
9. Director's Update:
  - a. Director Teasdle reported that she has met with all staff members and completed their annual reviews. Staff completed self-evaluation forms prior to the meetings and plans and goals were discussed.
  - b. For the safety of patrons and staff, the library was closed due to weather on Tuesday, February 14. Director Teasdle went through her process of deciding on whether to close, including checking weather and traffic predictions and whether the schools, township offices, and other area libraries are closing. When the decision is made, the process of informing the public and other libraries begins. The library website, telephone message, and social media are all updated. Emails are sent out to staff and the TLN listserve. Signs are placed on the doors.

- c. Director Teasdale has completed her three pro-bono sessions with fundraising consultant Patricia Berry. The sessions were very helpful, and when the time comes that we might need her services they aren't prohibitively expensive. There is a lot of work to do before embarking on a capital campaign, including establishing some type of endowment fund. Now is not the time, but she suggested the board members put it on the agenda at a later date if they are interested.
- d. Staff Training: The library staff participated in a virtual Save-a-Life NARCAN training presented by the South Lyon Community Coalition, Michigan Alliance for Healthy Communities, and the South Lyon Police Department. NARCAN doses will be kept in the library in case they are needed.  
Staff are also due for a renewal on the CPR certification, however that training isn't currently available due to pandemic restrictions. The plan is to try again for CPR training later in the year.
- e. Virtual Meetings and webinars: Director and Staff continue to attend all meetings and trainings virtually.

#### 10. New Business

- a. Technology Annual Report and 2-year Technology Plan: Marj Dixon outlined the improvements made in 2020, most of which were in response to meeting the needs of the public during the pandemic and making it possible for library staff to continue work remotely during the shutdown.

##### LTPL Technology Improvements for 2020

Due to the pandemic, many planned projects were not completed as expected in 2020, and may be completed in 2021 or 2022. There were new projects that developed out of necessity to comply with new operating standards for safety.

##### COVID Mitigation Efforts

- Installed software and links on laptops for staff to work remotely, and have remote access to their library computers.
- Purchased and installed webcams on all staff computers for attending remote meetings.
- Purchased and deployed curbside pickup platform to schedule patron hold pickups.
- Coordinated CARES grant funding application and submittal.
- Created library card application form on website & processed library cards remotely.
- Purchased Zoom Pro account for staff meetings and remote library programs, and scheduled all virtual programs.
- Worked with vendors to secure free electronic resources during closure.
- Regularly responded to messages left on library voicemail, website

contact form, and Facebook page. • Provided remote technical support to patrons for our website and library services.

- Added new COVID resources section to website, with links to information, public service organizations, and free content.
- Contracted and set up new READsquared platform for Summer Reading Program, which facilitated the program being conducted virtually
- Attended webinars & demonstrations for products to help with providing remote service to patrons, and making the library safe for staff and patrons.
- Created Virtual Programming studio for staff to conduct virtual programs in the Community Center.
- Set up staff computers in new work spaces to allow for social distancing.
- Configured public computers to limit session times, provide free printing, and shut down after sessions to allow for cleaning.
- Coordinated and created STEM Take and Make kits during Summer Reading Program.
- Created survey for patron input on virtual programs.
- Created form for book recommendations.
- Created new procedure for wireless printing. Library Network Improvements
- Installed new wireless access point near public computers The higher stacks in the front of the library decreased the wireless signal strength in the back of the library so that patrons in that area experienced poor reception. The addition of this access point provides better coverage in the library area.
- Installed new outdoor wireless access point with 2 directional antennas

#### LTPL Technology Improvements for 2020

- We were able to use stimulus grant funding to add the outdoor access point, which provides a strong wireless signal to members of the public in our parking lot, as well as the residents of the Lake Angela Co-op building.
- Installed network drops in Community Center and Study Rooms: Due to the need for social distancing in our work environment, new network drops were required to allow staff to work in the Community Center and Study Rooms.
- Replaced network switch: Our switch was several years old, and prone to failure, which would result in losing network access for most of our building. It was also using every port, and couldn't support additional devices that we needed to add to our network. It was replaced with a new switch with more ports and better reliability. Library Hardware Improvements.
- Purchased 10 Chromebooks for patron lending: Due to the need for

remote learning and working in our community, we purchased 10 Chromebooks with stimulus grant funding, that will begin to circulate in 2021. These devices are remotely managed, and filtered per federal CIPA requirements.

- Purchased 5 Samsung Galaxy Tablets for patron lending: These devices were purchased with stimulus grant funding, and will be loaded with apps for our library subscriptions to Libby, hoopla, Kanopy, and other services.
- Purchased and configured 10 more Mobile Hotspots for patron checkout: We contracted with T-Mobile to provide 10 more mobile hotspots for 2-week checkout to patrons, which increased our total to 20 and eliminated the long wait times for holds.
- Purchased items for our Library of Things: We added several items to our Adult Library of Things for patron checkout. We plan to continue adding more items as space allows. Library Software Improvements
- Developed and launched new Library website: We worked with Stirling Brandworks to redesign our website for a more user friendly experience. The website launched in November of 2020 after several months of design work.
- Launched new Library calendar

#### LTPL Technology Improvements for 2020

- We migrated our library events calendar to the Assabet platform in September of 2020. The new calendar is more user friendly, and has reporting capabilities that our old calendar lacked.
- CARL Connect Access: Worked with TLN to secure access to CARL Connect from staff laptops for remote working requirements. This allows us to register patrons and access their accounts remotely to provide assistance. Digital Resources
- Scholastic BookFlix & Teachables: We began subscriptions to these services in Late 2020, which will assist students and teachers faced with remote learning situations .
- TumbleMath, TeenBook Cloud, and AudioBook Cloud: We secured a trial subscription to these services late in 2020, and will begin offering them as a regular digital content resource in 2021.
- READsquared: The pandemic caused us to move our Summer Reading Program to a completely virtual program, which necessitated a new software platform. READsquared allows participants to register online, and log missions and activities to count toward prizes.
- Capira Curbside: To facilitate scheduling of curbside pickup for materials put on hold, we began a subscription to Capira Curbside. Customers can schedule their pickup time quickly and easily through a web portal, which staff then accesses to fulfill the holds.

Motion by Rogge and second by Gehrlein to accept the Technology

Annual Report and 2-year Technology Plan as presented. The motion passed unanimously.

- b. Library Director Annual Review: Trustees Cheryl Chuck and Ed Coles reported that they had performed Director Teasdle's annual review. Trustee Coles prepared a new formal review document for use going forward. He remarked that he consistently gets positive input from the community about what the library has been able to accomplish. Trustee Chuck agreed and said she is pleased how situations have been handled in such an unbelievable year.
- c. Michigan Privacy Act (SB611 PA 03152020– amended: Revisions allow libraries to hand over security footage to police without a subpoena, which was previously a violation of law. It also clarifies some grey areas concerning library records and the consequences for violation. The new act takes effect on March 28, 2021.
- d. Circulation Policy: Now that the library is going to be loaning Chromebooks to patrons to take home, the policy for laptop use has been updated. Two typos were found in the document which were corrected. Motion by Deeds and second by Coles to accept the Circulation Policy for Laptops as amended. The motion passed unanimously.
- e. Library Science Intern: Director Teasdle revisited the need for a new employee to assist Katie Rothley as well as work on collection development and the adult summer reading program. This position is temporary and will have a six month to two-year span. The hiring and job description for a Library Science intern has already been approved by the board, and the money has been set aside in the budget. Due to the pandemic the hiring had been postponed, but the need is growing to bring this new employee on board.

#### 11. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdle reported that new purchases directly related to COVID 19 were plastic bags for curbside pick-up and the renewal of our ReadSquared App for our virtual Summer Reading Program.
- b. IMLS Grant and Oakland County CARES Act:  
IMLS Grant: Director Teasdle submitted invoices to the Institute of Museums and Library Science (IMLS) totaling \$2,496.96 on January 11 for the reimbursement for 4 Chromebooks and the outside wireless point for expanding internet access to the public. This was less than what we were approved for, so we are approved to use the remaining money to cover software licenses and data coverage for the new hot-spots. Once those invoices are paid and we receive cancelled checks from the township we will be able to submit for reimbursement for the remaining amount.  
Oakland County CARES Act: We have received a total of

\$26,946.82 from the Oakland County CARES Act and the opportunity for submission and reimbursement has now passed.

- 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. 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.
  - Stage 3: On November 18 the library returned to Stage 3 Curbside service due to a surge of COVID 19 cases in Michigan.
  - Stage 4: On January 19, 2021 the library returned to Grab and Go Services and 30-minute computer sessions. Curbside pick-up is still available to those who wish to use it. No in-person meetings or programs, but all other virtual services and programming will still be offered.
- d. LTPL Strategic Planning: Director Teasdle informed the board that in speaking in meetings with other librarians and directors it is pretty universal that most major projects are on hold for 2021, and possibly into 2022, as they are at LTPL. Trustee Bissoon-Dath reported that he is still attempting set up a subcommittee that includes members from the library and township boards to discuss the future plans for the library. Trustee Chuck asked Trustee Deeds to take her place on the subcommittee, and she agreed.
- e. Policy Committee Update: Director Teasdle reported that the policy manual is finished, voted on, and sent to all staff and board members. Full access is also available on the library's shared drive. Pertinent policies are posted on the website. Work has begun on the policies for the employee handbook. Director Teasdle has contacted Mike Blum, the labor attorney at Foster, Collins, and Swift and he will be sending her the common policies that comply with current Michigan law for the policy committee to review. Director Teasdle will work with staff to update job descriptions.

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

13. Trustee Comments:

Trustee Rogge commended Marj Dixon on her great report. She noted that she loves the new website and that she is finding so many more books and digital services. She said that everyone knocked it out of the park.

Trustee Gehrlein thanked Marj Dixon for the great technology report and thanked Robert Swain for attending the meeting.

Trustee Deeds thanked Marj Dixon on her report and for her work with the COVID grants. She agreed that she loves the new website and thinks it is much better and she thinks the new targeted newsletters sound like a good idea. She thanked Katei, Jocelyn, and Pam for recent programs, and she remarked that she is sharing youth events on her subdivision's Facebook page.

Trustee Coles remarked that it took a while for him to get used to the website but now he likes it. He thanked Marj for the recent one-on-one tech support. He thanked Robert Swain for attending the meeting, and remarked that 2021 will be a good year because we survived 2020.

Trustee Bissoon-Dath thanked Marj Dixon for her extensive work on the website. He thanked Director Teasdale for all that she does, and thanked Robert Swain for attending the meeting.

Trustee Chuck thanked Trustee Gehrlein for going to the township and getting the financials and thanked Marj for her technology report. She thanked Amy for taking her place on the strategic plan subcommittee, thanked Holly for all that she does, and thanked Josh for contributing his legal help. She thanked Robert Swain for attending and remarked that she hopes they build a good relationship with the township.

14. Adjourn Meeting: Motion by Gehrlein and second by Bissoon-Dath to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:44 p.m.

Respectfully Submitted by Pam Quackenbush, Recording Secretary