

Lyon Township Library Board Minutes
Virtual Meeting
March 30, 2021

1. Call to Order at 7:02 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 – Lyon Township, Oakland County, Michigan
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 Gehrlein and second by Bissoon-Dath 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 Rogge to approve the Agenda. The motion passed unanimously.
7. Approval of Bills: none
8. Announcements and Communications: The Library Board’s annual meeting will be on the April agenda.
9. Director’s Update:
 - a. Employees: Director Teasdle reported that our page Danny McKeon is no longer with the library. After interviews we hired two new pages, Veronica and Daniel. Applications are still being accepted for the Library Intern position.
 - b. Library Budget: Director Teasdle attended an accounting workshop by Plante Moran that was specific to library administration and municipalities. She has begun discussing some of the issues with the township auditor and will be requesting additional line items that better reflect our spending at a future meeting.
 - c. Risk and Crisis Management: Director Teasdle has completed two workshops on risk and crisis management, and would like to look into creating a Risk Management Plan when the Employee Manual

is finished. This would include reviewing our current policies and insurance coverage, as well as researching whether an outside firm will be required to do a security audit. TLN securely hosts our patron information.

- d. Director Teasdale, as the chair of The Library Network's Steering Committee, has been working on a Diversity, Equity, and Inclusion initiative for TLN, and will be doing the same for LTPL. This will be done to ensure that our policies, procedures, hiring, programs, and collections reflect the diversity of our community. She will be drafting a DEI statement to be discussed and adopted at a future meeting.
- e. Virtual Meetings and webinars: Director and Staff continue to attend all meetings and trainings virtually. Director Teasdale attended the following in the last month:
 - TLN Board Meeting (as Steering Committee Chair) 2/18, 3/18
 - TLN Shared Automation Meeting 2/25
 - TLN Steering Committee Meeting 3/5
 - TLN Membership Meeting & DEI Presentations 3/5
 - TLN Director's Meeting 2/17, 3/3
 - Library of Michigan Director Meeting 2/26, 3/12
 - Next-Level Leadership Meeting 3/3, 3/17
 - Summer Reading Program Planning with LTPL Staff 2/11
 - Meeting with Eagle Scout for Little Free Library Project 2/23
 - Webinar: Accounting & Budgeting Fundamentals for Libraries 3/10
 - Webinar: Crisis Communication and Leadership 3/10
 - Neighborhood Library Association Community Reads Meeting 3/18
 - Detroit Suburban Librarians Round Table meeting 3/19

10. New Business

- a. Outreach and Marketing Annual Report by Katie Rothley: Katie presented her annual marketing report outlining her accomplishments in the past year. 2020 was a challenging time for programming, as many in-person events had to be hastily cancelled and alternative programming and online resources arranged. Keeping communication flowing between the library staff and the residents became more important than ever. The library adult services department produced a total of 60 programs, with 1,160 patrons in attendance. Educating the public on how to use downloadable and streaming services provided by the library was also an important part of her job, including reaching out to Abbey Park and Cambria residents to make it easier for them to access our online services.
Katie also manages the social media presence of the library, including Facebook, Instagram, Twitter, Next Door, You-Tube, and LinkedIn. They are an effective way to communicate about events and new items in the collection. The number of followers of the

library on these platforms is steadily increasing every month. Motion by Gehrlein and second by Bissoon-Dath to accept the Outreach and Marketing Annual Report as presented. The motion passed unanimously.

- b. LTPL Marketing Plan by Katie Rothley: Katie explained that she relied heavily on the library's strategic plan when forming her marketing plan. Her materials aim to be welcoming and friendly, emphasizing more personalized service and retaining repeat customers. She incorporates the color scheme from the new website into her marketing materials.

11. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdle reported that no new purchases directly related to COVID 19 were made this month. She also has information that a new grant may be available to libraries soon through the American Rescue Plan stimulus package. She will update the board when she receives more information.

- b. 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 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.

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.

The tent will return for the distribution of Summer Reading Program materials. The library will continue to use the north lobby for Curbside Pick-up of holds.

- c. LTPL Strategic Planning: Trustees Bissoon-Dath, Coles, Deeds, and Director Teasdle met in March and the full committee including township board members will meet on April 12. A community-wide survey was also discussed. These will be targeted surveys concerning technology and collections.

- d. Policy Committee Update: Director Teasdle reported that she has received the draft Employee Manual from Michael Blum from Foster Collin and Swift. There are still a few policies that weren't included that we will have to draft for ourselves or modify our existing policies. She is in the process of gathering sample policies from other libraries in SE Michigan to assist the Policy Committee in the decision of which to keep, create, or modify. LTPL's job descriptions also need to come under review. Director Teasdle is currently working with staff to suggest changes if necessary and will bring them to the Policy Committee for review.
12. Items removed from Consent Agenda for action or discussion: none

13. Trustee Comments:

Trustee Gehrlein thanked Katie Rothley for her presentation and said she brings enthusiasm and energy to everything she does.

Trustee Deeds thanked Katie Rothley for her report and for all the work she does. She also said she appreciates all the staff on all the meetings and webinars they attend to stay informed and current.

Trustee Rogge remarked that it is hard to believe that it has been a year since the pandemic began and that she thinks that Holly and the staff did a fantastic job reacting and adjusting.

Trustee Coles remarked he is constantly amazed at the depth of talent on the staff. He thanked Bissoon-Dath for his efforts with the subcommittee and the township, and that it is a marathon, not a sprint.

Trustee Bissoon-Dath thanked Katie Rothley for the great job she is doing and said he was amazed how much the library staff got done through such a difficult time and how Holly keeps things going so smoothly. He also noted that he just saw online that the Township Board has just voted to extend the Emergency Meeting Act and the ability to hold virtual meetings.

Trustee Chuck remarked that the library has fantastic employees and gives a lot of credit to Holly as the "captain of the ship." She is continually amazed at what a small staff can do in a rapidly growing community.

14. Adjourn Meeting: Motion by Rogge and second by Deeds to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:46 p.m.
Respectfully Submitted by Pam Quackenbush, Recording Secretary