

Lyon Township Library Board Minutes
Virtual Meeting
January 26, 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 and Recording Secretary Pam Quackenbush also attended.
3. Declaration of Board Members present location:
Joshua Bissoon-Dath – South Lyon, 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
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: Motion by Deeds and second by Bissoon-Dath to approve the Agenda. The motion passed unanimously.
7. Approval of Bills: none
8. Announcements and Communications: Director Teasdle announced she will be doing staff evaluations in the coming weeks and reminded the board that they have to do her evaluation.
9. Director's Update:
 - a. Update on Open Meetings Act: Under the current orders the Library Board will be able to conduct meetings virtually until December 31, 2021.
 - b. Staff Changes: Melissa Shank has taken another position, and our former page, Natalie Haggard, who is in the Library and Information Science program at Wayne State University, has taken over her position as Youth Program Coordinator. We hired Abby Hook as our new page.
 - c. TLN OverDrive Download Destination: Our Overdrive group, comprised of approximately 50 libraries in Michigan, exceeded a million checkouts for the first time in 2020.

- d. State Aid Report: Director Teasdle reported that she was close to submitting the 2019/2020 State Aid Report to the Library of Michigan. This report differs from past reports in that it asks for a lot of recent data concerning Covid19.
- e. Fundraising Consultant Patricia Berry: Director Teasdle met with Patricia Berry about the possibility of hiring her to work with the library for a future capital campaign or other type of fundraising. Ms. Berry will meet three more times with Director Teasdle pro bono to see if this option will be a good fit for future fundraising.
- f. Virtual Meetings and webinars: Director and Staff continue to attend all meetings and trainings virtually.

10. New Business

- a. Board of Trustees By-Laws – Board Review: After review and revision by the library’s attorney, the Board of Trustees By-Laws were reviewed by the Library Board. Motion by Bissoon-Dath and second by Gehrlein to accept the Board of Trustees By-Laws as amended. The motion passed unanimously.
- b. LTPL Policy and Procedure Manual Approval: The Policy Committee, consisting of staff members Holly Teasdle and Katie Rothley, and Board members Cheryl Chuck and Ed Coles, have been working on updating the Policy Manual to reflect new legal interpretations and to add new policies as required. Selected policies will be added to the LTPL website. The following policies were updated:
 - ADA Policy
 - Bed Bug Policy
 - Children and Vulnerable Adults in the Library Policy
 - Circulation Policy
 - Community Room Policy
 - Confidentiality Policy
 - Copyright Policy
 - Display and Bulletin Board Policy
 - Electronic Communications Policy
 - Emergency Management Policy
 - General Finance Policy
 - General Operating Policy
 - Gift and Donations Policy
 - Internet Policy (CIPA Compliant)
 - Library Credit Card Use Policy
 - Material Selection Policy
 - Media and Public Relation Policy
 - Patron Behavior Policy
 - Programming Policy
 - Record Retention Policy
 - Remote Participation Policy

- Security Camera Policy
- Social Security Number Policy
- Volunteer Policy

FOIA Policies:

- FOIA deposit letter
- FOIA detailed itemization
- FOIA Written public summary of procedures and guidelines
- FOIA Procedures and Guidelines

Motion by Rogge and second by Coles to accept all policies with edits to the Community Room Policy and General Finance as the LTPL Policy Manual. The motion passed unanimously.

11. Old Business

- Capital Improvements and Supplies for Covid-19: Director Teasdle reported that the remaining new Plexiglas barriers have been installed in the staff area. The library is well-stocked with PPE supplies and the next expense will be a new tent for the curbside pick-up when summer arrives.
- 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.
- 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.

- d. LTPL Strategic Planning: Director Teasdale reported that the email concerning using township-owned property for a new library sent to Lyon Township Board members in November received no responses. Bissoon-Dath suggested possible attending the virtual township board meetings to get on record. Trustee Chuck suggested putting the letter on the website or in the paper. After discussion, the Library Board agreed to resent the email and see if there is any response.
Trustee Gehrlein asked that he be replaced on the committee by Ed Coles. The committee is now comprised of Trustees Bissoon-Dath, Rogge, and Coles.

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

13. Trustee Comments:

Trustee Rogge thanked everyone who worked on the policies and thanked Director Teasdale for all of her work juggling openings and closings. Trustee Coles commended the board and staff for their good work during uncertain times and thanked everyone for working well as a team. Trustee Gehrlein thanked the policy subcommittee and Director Teasdale for all the work they put in revising the policies. Trustee Deeds thanked everyone for their work on the policies. She welcomed Natalie Haggard to her new position and remarked that she is glad to see someone local being able to further their career. She also thanked all staff doing virtual programs and continuing to engage with the public. She also thanked Director Teasdale for her work. Director Teasdale responded that staff has done more than 200 virtual programs in the last year, and that the LTPL staff rocks! Trustee Bissoon-Dath thanked all the board members who worked on the policies. He commented that he has heard nothing but good comments from the public about our library's programs and that we are lucky to have our library staff. Trustee Chuck thanked everyone for their work on the policies, and wanted to mention Katie Rothley in particular as she was the staff member on the committee that put in a lot of work as well. She said she is proud of everyone, and to stay safe and get their vaccines.

14. Adjourn Meeting: Motion by Gehrlein and second by Rogge to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:54 p.m.

Respectfully Submitted by Pam Quackenbush, Recording Secretary