

Lyon Township Library Board Minutes
Virtual Meeting
April 27, 2021

1. Call to Order at 7:02 p.m. by Library Board President Cheryl Chuck
2. Roll Call and Declaration of Board Members present location:
Joshua Bissoon-Dath –Bremham, Washington County, Texas
Cheryl Chuck – Lyon Township, Oakland County, Michigan
Ed Coles – Temple Terrace, Hillsborough County, Florida
Amy Deeds –Lyon Township, Oakland County, Michigan
Don Gehrlein – Lyon Township, Oakland County, Michigan
Sherri Rogge – Yardley Township, Bucks County, Pennsylvania
Library Director Holly Teasdle and Recording Secretary Pam Quackenbush also attended.
3. Approval of the Consent Agenda: Motion by Gehrlein and second by Bissoon-Dath to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: Jim Chuck, Lyon Township, Oakland County, Michigan, reported on Planning Commission meeting of April 26 and the kite festival.
5. Approval of the Agenda: Motion by Coles and second by Deeds to approve the Agenda. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications: Director Teasdle noted that the library will have a tent at the kite festival both days. There will be a takeaway craft, library information and library card registrations
8. Director's Update:
 - a. Employees: Director Teasdle After interviews we hired two new pages, Veronica and Daniel, joining Abby. The Library Intern position has been filled by Meg Bruce, a former employee.
 - b. EAP Program: Starting in May, library staff and their families will have access to a no-cost supplemental Employee Assistance Program provided through The Library Network. Mental health counseling, grief counseling, work/life resources, financial and legal resources, as well as and other services are offered.
 - c. Library of Michigan and LSTA Grant: LTPL has been awarded a \$1000 grant through the 2021 Library of Michigan Quick Summer Reimbursement Grant with funds from the LSTA to purchase eight Playaway Tablets for Adults for literacy and memory care. Katie

Rothley will be hosting programs to introduce the service to the public.

- d. Great Michigan Read:LTPL has again been selected to participate in the 2021-2022 Great Michigan Read and will receive several copies of *The Women of Copper Country*. There will be statewide discussion and programming on the themes of the book.
- e. MIOSHA Extension of Emergency Rules: The Michigan Occupational Safety and Health Administration has extended its emergency rules until October 14, 2021, subject to modification as changes occur in the spread of COVID-19. The Lyon Township Board of Trustees has declared a State of Emergency until August 31, allowing the Library Board to meet remotely until then.
- f. MLA Advocacy Day: Director Teasdale reported that she participated in the Michigan Library Association's annual Advocacy Day. There were speeches from State Senators and Representatives and she was able to meet and talk with Kelly Breen, State Representative from the 38th District, who has visited our library and remarked at how small it is, and State Senator Jeremy Moss from the 11th District. Representative Breen will be speaking at a virtual event at our library in the future.
- g. 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) 4/15
 - TLN Shared Automation Meeting 4/22
 - TLN Steering Committee Meeting 4/9
 - TLN Leadership Series: Human Resources Part 1 & 2: 4/14 & 4/21
 - TLN Director's Meeting 4/14
 - Next-Level Leadership Meeting 4/7, 4/21
 - Webinar: Michigan Bookmobiles: Zooming Through Your Community on Wheels 4/16
 - Webinar: Emergency Connectivity: Beyond the Parking Lot 4/8
 - Neighborhood Library Association Community Reads Meeting 4/12
 - Township/Library Subcommittee 4/12
 - LTPL Policy Committee Meeting 3/30, 4/13

9. New Business

- a. Annual Meeting and Election of Officers:
 - Three positions were open: President, Vice President, and Treasurer.
 - Motion by Rogge and second by Deeds to nominate Don Gehrlein for Treasurer. The motion passed unanimously.
 - Motion by Deeds and second by Coles to nominate Cheryl Chuck for President. The motion passed unanimously.

Motion by Chuck and second by Rogge to nominate Ed Coles for Vice President. The motion passed unanimously.

- b. Technical Services Annual Report by Pam Quackenbush: Pam Quackenbush outlined the various duties performed by the Technical Services team, which includes Janet Davio as the person who processes books and Cathy Cottone who manages MelCat, our statewide interloan system. She discussed the collections that the library holds and how they circulated, as well as the virtual LTPL Grows programs that were offered and the attendance numbers. Pam also manages the Seed Library, the Demonstration Garden, the Lyon Township Community Garden, and is Vice President of the Michigan Seed Library Network. She reported on those initiatives. She also reported on all of those programs and initiatives fared during the very challenging year of COVID-19.

Motion by Bisson-Dath and second by Coles to accept the Technical Services Annual Report as presented. The motion passed unanimously.

- c. Security Camera Policy: The Security Camera Policy required updating to reflect changes in the Library Privacy Act concerning what constitutes a library record. Also a change was made allowing libraries to provide securitycamera footage to police in an investigation of a crime without a subpoena. The content of the policy was provided to LTPL by our library lawyer Anne Seurnyck.

10. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdale reported that there is currently no change, but that the State of Michigan will receive four million dollars through the American Recovery Act. It is not yet known when and how that money will be distributed. She has already attended the first introductory webinar and will update the board when she receives more information.
- b. LTPL Reopening Plan and Levels of Service: Director Teasdale 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.

We will hold at our current level of Stage 4 for now, and with new recommendations about how the virus is not usually spread through contact with materials we will decrease the quarantine time for returned items for four days to two days.

- c. LTPL Strategic Planning: Trustee Bissoon-Dath reported on the subcommittee meeting on April 12 between library Board members, Bissoon-Dath, Coles, Deeds, and Director Teasdale and Lyon Township board members Robert Swain and Patti Carcone. Bissoon-Dath will contact Michele Cash to be put on the agenda of the June meeting of the Lyon Township Board of Trustees. He will also act as the liaison between the Library Board and the Township Board in the future.
- d. Policy Committee Update: The Policy Committee met for the final review of the LTPL's Employee Handbook and it will be sent to the library's law firm for clarification and review. Director Teasdale plans for it to be ready to vote on at the August Library Board meeting.

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

12. Trustee Comments:

Trustee Gehrlein thanked Pam for her presentation and said it helps him better understand her job. He also said he was disappointed in the results of the subcommittee meeting with the township.

Trustee Deeds thanked Pam for her report and remarked that her programs were better than the professionals. She is happy the library intern has been hired and is also happy about the EAP program. She said that Jocelyn Levin's craft kits are phenomenal, and that it looked like the electronic recycling event went well.

Trustee Coles thanked Pam for her presentation and that her efforts are appreciated, and he commented to Holly that the depth of talent of the staff amazes him. He also noted that his four-year-old granddaughter just received her first library card from Alta.

Trustee Bissoon-Dath thanked Pam for "growing our knowledge" and said he appreciates all she does for the community garden and keeping it running smoothly during the pandemic. He also remarked that he is also unhappy with the results of the subcommittee meeting with the township.

Trustee Chuck thanked the subcommittee members for their time and effort and she said she appreciates Pam's report. She suggested the board keep the bookmobile in mind as they plan for the future. She warned the board to please be mindful of COVID and we will get through this.

13. Adjourn Meeting: Motion by Gehrlein and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:12 p.m.

Respectfully Submitted by Pam Quackenbush, Recording Secretary