

Lyon Township Library Board Minutes
Virtual Meeting
May 25, 2021

1. Call to Order at 7:00 p.m. by Library Board President Cheryl Chuck
2. Roll Call and 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
Library Director Holly Teasdle and Recording Secretary Pam Quackenbush also attended.
3. Approval of the Consent Agenda: Motion by Bissoon-Dath and second by Coles to approve the Consent Agenda. The motion passed unanimously.
4. Call to the Public: none
5. Approval of the Agenda: Motion by Gehrlein and second by Deeds to approve the Agenda. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:
The library will be closed May 29-31 for Memorial Day.
Virtual Summer Reading Program begins June 1
Lyon Today Magazine- the library paid for an extra page
Kite Festival June 5-6 – the library will have a booth both days
8. Director's Update:
 - a. Community Impact Grant: Director Teasdle is in the final stages of Community Impact Grant through the leadership Academy she is a part of. This grant will allow the library to offer a Kid's Gardening Workshop series that consists of three programs taught by a local Master Gardener.
 - b. Community Reads with Neighborhood Library Association: The process of selecting a book has begun. The plan is to have the fall author visit program be virtual, with a second in person event with another author next spring.
 - c. Collection Maintenance: Because summer allows the pages to work more hours and we also have our former page Leah Barber working for us this summer we are going to weed the collection. The data for

2020-2021 is not usable information due to the closures and limited services during the pandemic, so, in addition to circulation, staff will be looking at condition and age. The data will also be updated by verifying lost and missing books. The library is out of space on the shelves, and there are twelve book carts in use to house various collections. The only other option to weeding out a big part of the collection is to get rid of tables and chairs to expand shelving, which is not really an option since people still need a place to read, study, and work.

- d. 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
 - EAP Seminar 4/28
 - TLN Shared Automation Meeting 5/27
 - TLN Steering Committee Meeting 5/7
 - TLN Leadership Series: Discovering Inherent Biases 5/12
 - TLN Director's Meeting 4/28, 5/12
 - Next-Level Leadership Meeting 5/5
 - Neighborhood Library Association Community Reads Meeting 5/13
 - LTPL Policy Committee Meeting 5/11

9. New Business

- a. 2020 Genealogy Annual Report by Cathy Cottone: Cathy started her presentation by thanking the library board and Director Teasdale for their support and leadership during the pandemic year. Despite the closure and restrictions, Cathy was able to present nine well-attended virtual events with a total participation of 264 people. The genealogy Book Club was put on hold after the February meeting. Cathy began hosting informal genealogy roundtables via Zoom once or twice a month with a total of 108 attendees. She also discussed genealogy databases and gave an overview of what is offered at LTPL, as well as future plans for the genealogy department. Motion by Deeds and second by Coles to accept the Genealogy Annual Report as presented. The motion passed unanimously.
- b. Board Meetings June 29 and July 27: There was discussion about taking the traditional meeting break over June and July, but the decision was that the meetings should continue since they were virtual and board members could connect from anywhere.

10. Old Business

- a. Capital Improvements and Supplies for Covid-19: Director Teasdale reported that she and Marj Dixon have been attending meetings and

webinars for potential funding through the American Recovery Act and the Emergency Connectivity grants.

- 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 decreased the quarantine time for returned items for four days to two days in April.

In May, TLN no longer requires materials to be quarantined, and Director TEasdale stated that LTPI will eliminate quarantining of returned materials on July 1 if COVID cases continue to decline. Employees are required to provide proof of vaccination if they have it. Staff continue to use the MIsymptoms website for daily health check-ins.

Due to the updates to the MDHHS orders the mask mandate has been eliminated for vaccinated individuals. Director Teasdale proposed that library staff remain masked in the public areas or when working closely with other staff, and that the library requests that the patrons wear masks while inside the building but she did not want employees to police patrons who refuse to wear a mask. There will be no in-person programming or meetings inside the building until September.

Motion by Deeds and second by Coles to require that staff continue to wear face masks in public areas and in staff areas where they are unable to socially distance even if it is no longer required by MDHHS or MIOSHA, and to request that patrons wear masks to enter the building even if it is no longer a requirement. The motion passed unanimously.

- c. LTPL Strategic Planning: Trustee Bissoon-Dath reported that he is on the agenda of the June meeting of the Lyon Township Board of Trustees. He requested that each board member attend and ask at least two friends or neighbors to attend.
Director Teasdle spoke about the upcoming surveys, focus groups, and community meetings to be held this fall in preparation for the 2022 Strategic Plan.
- d. Policy Committee/Employee Handbook Update: Director Teasdle reported that the Policy Committee has reviewed the draft of the Employee Handbook. When she finishes updating the job descriptions she will send to Attorney Blum for review. She will also be requesting additional policies from the attorney. Once the editing and review by Director Teasdle and the attorney there will be another Policy Committee meeting to review that edits, revisions, and additions so the handbook can be presented to the Library board.

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

12. Trustee Comments:

Trustee Deeds thanked Cathy for her report and hard work during COVID. She also thanked Director Teasdle for getting the grant for the children's gardening series. She also commented that she wished there was such a thing as Discovery Kits when she was growing up – she would have loved them. She thanked Director Teasdle and the staff for their hard work. She also asked if the library took donations of VHS tapes – Director Teasdle replied that we do not. Trustee Rogge thanked Cathy for her presentation, and said Cathy inspires her to start working on Ancestry. She also thanked Director Teasdle and the staff for working hard to keep up with all the changes.

Trustee Gehrlein thanked Cathy for her interesting presentation. He said he will be taking a closer look at the township's master plan to see if there is a mention of the library.

Trustee Bissoon-Dath thanked Cathy for the information about the genealogy department, and that he thinks it is so cool that a small library can have such a great program. He also said he appreciates Director Teasdle and the staff's hard work. He encouraged the board to attend the Township meeting on June 7 and to attend Kite Fest.

Trustee Coles thanked Bissoon-Dath for presenting at the township meeting. He also thanked Gehrlein for doing the best he can with just the library's internal records and no input from the township. He thanked Chuck for her work on the policy committee, and she returned the thank-you and remarked that they are a team.

Trustee Chuck thanked Cathy for her presentation and said that it is always delightful.

13. Adjourn Meeting: Motion by Gehrlein and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:05 p.m.

Respectfully Submitted by

Pam Quackenbush

Recording Secretary