

Lyon Township Library Board Minutes
Virtual Meeting
June 29, 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 – Jackson, Jackson County, Michigan
Cheryl Chuck – Lyon Township, Oakland County, Michigan
Ed Coles – Myrtle Beach, Horry County, South Carolina
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: Trustee Deeds noted a typographical error in item 8-C of the May minutes. Motion by Bissoon-Dath and second by Coles to approve the Consent Agenda as amended. The motion passed unanimously.
4. Call to the Public: none
5. Approval of the Agenda: Motion by Deeds and second by Coles to approve the Agenda. The motion passed unanimously.
6. Approval of Bills: none
7. Announcements and Communications:
Installation of new water softener system: The library was closed on Wed, June 23 for plumbing work
Library to be closed July 3-5 for Independence Day
New email addresses: Board members who haven't already done so will need to make an appointment with Marj Dixon to move their email updated to the new email address.
Friends of the Library Meeting: Book donations will resume shortly for the November book sale. The Friends need new members, still looking for people to serve as President and Vice President before September.
LTPL will have a booth at South Lyon Pride Picnic at McHattie Park on July 10
Director Teasdle will be taking her vacation the first two weeks of August
8. Director's Update:
 - a. Community Impact Grant: Director Teasdle received a \$1000 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. These will be in-person programs, held outdoors in July and August, and will include a craft. A survey will be conducted at the end of the series as part of the requirements for the grant.

- b. Community Reads with Neighborhood Library Association: The process of selecting a book is still ongoing. The plan is to have the fall author visit program be virtual, with a second in person event with another author planned for 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 cards 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) 6/17
 - DSLRT meeting 5/21
 - TLN Shared Automation Meeting 6/24
 - TLN Steering Committee Meeting 6/4, 6/8
 - TLN Director's Meeting 5/26
 - Next-Level Leadership Meeting 5/19, 6/16
 - Summer Reading Planning meeting (staff) 5/27
 - Library of Michigan Director's meeting 5/21
 - Neighborhood Library Association Community Reads Meeting 5/13
 - LTPL Policy Committee Meeting 6/15
 - Lyon Township Board Meeting 6/7
 - ARPA Equipment Grant Application Webinar

9. New Business

- a. Trustee By-Laws – Inclusion of Conflict of Interest: New Section 5 under Article II – Membership. Motion by Gehrlein and second by Rogge to accept the updated Trustee By-Laws as presented. The motion passed unanimously.

10. Old Business

- a. 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.
- 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.
- May 25, 2021: TLN no longer requires materials to be quarantined, and Director Teasdle 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. 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. No in-person programs or meetings.
- June 29, 2021: Updates to the MDHHS standard orders have no mask requirements for staff or public. Director Teasdle outlined the following timeline for returning services to normal:
- July 1: The quarantine period for returned materials will be lifted. No time limitations on patron visits. Staff no longer need to report daily to the MIsymptoms website.
- July and August: Community center will be emptied and made ready for use. Tables and chairs will be returned to the library. Staff members who are using study rooms as offices will return to the library side. Two other staff members who are using the community center for offices have no work area in the library. The library will purchase two compact desks on wheels that can be stored when not in use. Work and storage area yet to be determined.

September 1: Re-introduction of in-person programs and meetings, with some programs may remain virtual or possibly hybrid. Masks are no longer required for staff, but those who feel more comfortable wearing them may continue to do so. Masks will no longer be encouraged for patrons, but they will be available at the desk for those who want them. Some COVID precautions will remain in effect, including the acrylic shields at the circulation desk and staff area and the social distancing stickers on the floor. A welcome station at the front entrance will remain with hand sanitizer, masks, and COVID information, and hand sanitizer stations will remain available throughout the library. Children's manipulatives, toys, and tablets will remain in storage until a vaccine is available for children under 12. Curbside pick-up will still be offered for those who choose that option.

Due to the most recent MIOSHA orders, the library's attorney said no additional COVID Preparedness and Response plans are needed.

- b. LTPL Strategic Planning: Director Teasdale reported that she and Trustees Deeds and Bissoon-Dath had requested to be put on the agenda for the Township Board Meeting on July 6. Documents will be provided for the Township Board, including the 2016 Needs Assessment and the 2020 revision, both done by Quinn Evans and Associates, and the 2020 Strategic Plan. Director Teasdale pointed out that the 2020 Strategic Plan is no longer valid and needs to be re-examined. More surveys and possibly focus groups will be required and the board will need to decide at a later date if a facilitator for those will be needed. The library and township still have a valid intergovernmental agreement that has no expiration date that subject will have to be revisited at a later date. Trustee Gehrlein reported he had attempted to comment during the Planning Commission meeting but was unable to do so. The Master Plan discussion was ultimately tabled for that meeting. Director Teasdale reminded the board that the township's State of Emergency order will expire on August 31 and in-person meetings will return in September.
- c. Employee Handbook: The Policy Committee, which consists of Trustees Cole and Chuck, Katie Rothley, and Director Teasdale, finished the review of the Employee Handbook and Director Teasdale finished the review and editing. Labor Attorney Michael Blum of Foster, Swift, Collins, & Smith provided the initial handbook and support throughout the process. Director Teasdale will complete the job descriptions which will be added as an appendix and voted on at a future meeting.
Motion by Rogge and second by Gehrlein to accept the LTPL

Employee Handbook as presented.

Roll Call: Bissoon-Dath – aye, Chuck – aye, Coles – aye, Deeds - aye, Gehrlen – aye, Rogge – aye

The motion passed unanimously.

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

12. Trustee Comments:

Trustee Coles remarked that these are active times and it is easy to get frustrated but we have to approach it as a marathon and work as a team. He said he appreciates Josh (Bissoon-Dath) and Holly (Teasdle) for attending the Township Board meeting.

Trustee Gehrlein thanked Ed (Coles), Cheryl (Chuck), Amy (Deeds), Holly (Teasdle), and Katie (Rothley) for taking on the difficult task of revising the Employee Handbook and Job Descriptions.

Trustee Rogge thanked Ed (Coles), Cheryl (Chuck), Amy (Deeds), Holly (Teasdle), and Katie (Rothley) for working on the Employee Handbook and Job Descriptions. It required a lot of work and attention to details and it looks great. She also remarked that she is excited to see what happens next with negotiations with the township, but in the meantime we still have to figure out how to make more space now. She can't imagine how crowded the library will be in September after the community center and study rooms are cleared out.

Trustee Bissoon-Dath thanked Holly (Teasdle) and the staff for performing admirably during the pandemic. He encouraged the board to attend the Township meeting on June 7 and to attend Kite Fest.

Trustee Deeds thanked Holly (Teasdle) for always looking ahead and seeing what needs to be done. She thanked Pam (Quackenbush) for a great fall gardening program, and that she is amazed at how much programming Jocelyn (Levin) and Natalie (Haggard) have created. She also said that Meg (Bruce) helping Katie (Rothley) with adult services is going great.

Trustee Chuck thanked Holly (Teasdle), Josh (Bissoon-Dath), and Amy (Deeds) for their work with the Township Board. She commented that she hopes that people will continue to stay safe so that we don't slip backward with COVID.

13. Adjourn Meeting: Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:23 p.m.

Respectfully Submitted by

Pam Quackenbush

Recording Secretary