

Lyon Township Library Board Minutes
August 31, 2021

1. Call to Order at 7:00 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 were all present. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
3. Approval of the Consent Agenda: Gehrlien noted that he still had not received the financial report from the township. Motion by Bissoon-Dath and second by Gehrlein to approve the Consent Agenda without the financial report. The motion passed unanimously.
4. Approval of the Agenda: Motion by Deeds and second by Rogge to approve the Agenda. The motion passed unanimously.
5. Announcements and Communications:
Friends of the Library Book Sale September 25-26 – need volunteers
Positive Google review
Director Teasdale has received the 2020 audit from the Lyon Township Clerk and the 2022 tax warrant sheet from the Lyon Township Treasurer.
6. Call to the Public: none
7. Unfinished Business:
 - a. 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 programing 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.

May 25, 2021: TLN no longer requires materials to be quarantined, and Director Teasdale stated that LTPL 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 Teasdale 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 8: First in-person programs offered since March 2020 (outdoor).

July 10: Chairs moved back out to technology bar and library tables.

July 12: started accepting donations for the Friends of the Library book sale.

July 15: Vaccinated staff allowed to be unmasked in library. Signs posted for unvaccinated patrons to please mask, but no questions of enforcement. Masks, gloves, and hand sanitizer are still available for patrons. Curbside pick-up will continue.

July and August: We have been using the community center as a staff work space, storage, and virtual program studio for over a year. The community center will be emptied and made ready for use and storage areas will be reorganized. Remaining furniture 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.

August 31: The local State of Emergency expired. First in-person meeting of Library Board.

September: Still Stage 5: Open with restrictions. Re-introduction of in-person programs and meetings, with some programs remaining virtual or hybrid. Patrons will be able to book the community center for private meetings and events. 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.

The LTPL Pandemic Response Stages of Service document has been updated to reflect current operations. We are planning on being open with no restrictions by September 1, but we will have to see what happens with new variants and the return to school.

b. LTPL Strategic Planning:

Director Teasdle and Trustees Bissoon-Dath and Deeds met with Township Engineer Leslie Zawada and Township Planner Brian Keeseey on July 28 for a fact-finding meeting about the property at 11 Mile and Milford Road, including documents, plans, and information on issues with the property concerning drainage, water quality, utilities, and the amount of buildable land area. Other possible building sites were discussed. All subsequent emails from Director Teasdle and Library Board Trustees to Leslie Zawada and Brian Keeseey after the meeting have gone unanswered.

Library Board Trustees are still interested in attending a meeting of the Planning Commission to find out what place, if any, the library has in the township's Master Plan.

Director Teasdle informed the board about her plans for a series of six short surveys, one a month for six months, starting in February. There would also be focus groups with an outside facilitator planned for February and March.

8. New Business

- a. LTPL 2022 Hours of Operation and Holiday Closures: Director Teasdle presented the Board with her suggestions, including the addition of the new federal holiday Juneteenth and the reinstatement of Veteran's Day. Motion by Gehrlein and second by Coles to approve the LTPL 2022 Hours of Operation and Holiday Closures as presented. The motion passed unanimously.
- b. LTPL 2022 Library Board Meeting Dates: Director Teasdle remarked that the meetings are always on the last Tuesday of the month. June and July are included as the Library Board met in those months in 2021. There is no meeting in December. Motion by Coles and second by Deeds to approve the LTPL 2022 Library Board Meeting Dates as presented. The motion passed unanimously.

- c. Library Collection Storage: The situation with lack of space for the library collection has passed the point of critical. Even with regular weeding, overflow books that don't fit on the shelves and special collections are now on more than 20 carts around the library or stacked on tables. This is confusing for patrons and staff and still not enough space. We are at the point of having to discard older books that still circulate, books that should be in the collection of a library in a community the size of Lyon Township. These are books paid for by the taxpayers and should remain in the collection. One option for immediate but temporary room would be to remove the last remaining two tables in the library and replace them with bookshelves. These are study tables that are used by patrons and students. That would leave only the study bar in front of the east window for patron workspace. Director Teasdale has been exploring the possibility of adding a portable classroom building for storage of certain collections and some of the genealogy collection. This unit would not be open for browsing, but books could be requested and staff would have to retrieve them. Director Teasdale said if there were no objections she would pursue investigating the hiring of a firm to bring suggestions for storage options to the Library Board. No objections were noted.

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

10. Trustee Comments:

Trustee Deeds said she is looking forward to in-person programming. She also remarked that she hopes they hear back from Leslie Zawada and Brian Keeseey soon.

Trustee Gehrlein said he is woefully disappointed in the lack of communication and transparency from township officials.

Trustee Coles also said he is disappointed in the township and wishes the public would express their views about the library to township officials so they are hearing from someone besides the library board.

Trustee Bissoon-Dath commented that it is time to stop being quiet about the issues with communicating with the township.

Trustee Chuck commented that she is trying to figure out what the next steps should be. She thanked the trustees for attending.

11. Adjourn Meeting: Motion by Bissoon-Dath and second by Rogge to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary