

Lyon Township Library Board Minutes
September 28, 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: Gehrlie noted that he still had not received the financial report from the township. Motion by Bissoon-Dath and second by Coles 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 made \$476.00, not bad for a 2 day buy-a-bag sale.
6. Call to the Public: Chris Schaecher and Robert Swain
7. Director Update: Director Teasdale reported the following:
State Aid: The window for submitting applications for State Aid opens October 1. The state budget is not yet finalized, so she doesn't yet know what the rate will be.
TLN Committees: Her term on the TLN Steering committee has ended, but the director of TLN asked her to stay on as the Diversity, Equity, and Inclusion Liaison and develop a program for continuing education and resources for members of the TLN cooperative as well as examining TLN policies through a DEI lens.
Next Level Leadership Institute: In November, she will be presenting at a Next Level Leadership Conference. The conference will be virtual this year, and is the culmination of a year of workshops and meetings.
Staffing: Youth Services Assistant Natalie Haggard will be leaving us to take a full-time position at another library. Abby Hook, one of our pages, has also accepted a better-paying job. We will be taking applications and conducting interviews beginning this week. After several years of working to improve staff wages and bring them on par with surrounding libraries, we are again finding it hard to compete with rising wages at other jobs.
Collection Maintenance: Weeding projects continue as the shelves are so full we have carts of books that won't fit. We hope to have this

project done by the November book sale.

2020 Audit: The 2020 audit was received and the numbers don't add up with ours, so the audit will be gone through line by line. If the problem cannot be solved, a meeting will be scheduled with the auditor, treasurer Don Gehrlein and Director Teasdale.

Meetings and Workshops:

August 25: Meeting with Director of TLN for DEI planning

August 25: Webinar: COVID-19 & Public Libraries

August 26: TLN Shared Automation Meeting

September 1 and 15: Next Level Leadership Meetings

September 1: TLN Director's meeting

September 2 and 20: TLN DEI planning meeting for October Equity vs Equality event

September 10: TLN Steering Committee meeting

September 10: N September 1 Michigan Public Library Director's meeting

September 14: Books and Brews Book Club (!st in-person meeting since March 2020)

September 16: MLA Coffee Hour: Are You Ready for Your Next Ballot Proposal?

September 20: LTPL Staff meeting

September 20: Webinar – Refresher: Completing the Annual Report/State Aid Application

8. New Business:

- a. Youth Services 2020 Annual Report and 2021 Summer Reading Report presented by Jocelyn Levin, Youth Services Librarian: Ms. Levin began with highlighting the books and materials purchased for various age groups in 2020. She explained the various formats that are available in addition to books, including Wonderbooks, Launchpads, and Discovery Kits. For programming, prior to the shutdown in March, the youth department provided 18 Story Time sessions. In March, the youth department had to pivot to providing programming via zoom and Facebook Live. Even when the library reopened to the public, programming had to be virtual for the rest of the year. In the remaining months of 2020 they provided 104 live and recorded Story Time sessions with an average of 20 views each. Over 50 unique children and teen programs were offered virtually, some repeated several times. 2079 Take & Make Craft and STEM kits were created by staff and distributed to an average of 76 families per kit. Take and Make Craft kits accompanied by Zoom sessions had another 193 participant over three sessions. Despite the continuing pandemic, the registration for 2021 Summer Reading was 690 readers. 62 virtual programs were presented to youths and teens and 27 virtual programs for adults, with attendance of 1340 attendees of live and recorded events. Craft and

science kits, including Early Literacy kits, totaled 1650. In addition, 2321 Summer Reading prizes were earned by participants for reading and other activities.

Motion by Coles and second by Gehrlein to approve the Youth Services 2020 Annual Report and 2021 Summer Reading Report as presented. The motion passed unanimously.

9. Unfinished 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.
- 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 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.

September 1: Community Center will open for bookings and private study rooms will be open for use. Some LTPL programs will be in-person, with some remaining virtual or a hybrid of both. Registration is required for all programs and masks are required for in-person programs for ages 2 years and up. Curbside service will remain available indefinitely. All services may be rolled back if infection rates increase.

b. LTPL Strategic Planning:

Trustees Rogge and Chuck attended the Planning Commission meeting on September 13. Trustee Rogge asked if the Planning Commission had thought about a place for the library in the township's master plan. Brian Keesey responded the library was not included in the master plan. Trustee Rogge went on to explain that she was a long-time resident and over the years the population of the township has grown and the library is bursting at the seams trying to serve a rapidly growing community. Patricia Carcone responded that the Library Board hasn't been clear about what it is they want. Trustee Rogge replied that the Library Board has been before the Township Board three times and were very clear about what the library needs. The Planning Commission agreed to evaluate the issue and give a response.

Chris Schaecher, attending as a representative from the Parks Advisory Board Committee, agreed that the parks and the library both need expansion, and public surveys back that up. Atchison Park is limited because Republic owns a great deal of the park and the township cannot do much with it. There is also a severe tick problem in the park that discourages use. He said that when the Township Board was asked to evaluate the Eleven Mile and Pontiac Trail location for park purposes they spent \$150,000 for a study that said there was water and marshland on much of the property and only a portion of the property was buildable. If the library can work with the Parks committee it would have many advantages, including sharing the costs of the infrastructure needed to build on that piece of property. However, the lack of communication between the township and the various boards and committees is a hurdle. He suggested the Library Board and Parks Committee work together to outline a plan to approach the township.

Director Teasdale responded by saying even though it was made clear that the township has no interest in providing our community for land on which to build a library, and had suggested that the Library Board look for other land for sale in Lyon Township, she still envisions a new library as part of a park and as a joint project with the library and the township. The library is part of the township and spending taxpayer's money on buying property when the township owns more than one suitable parcel just doesn't make sense.

Building a new building on the current location of the library or adding onto the current building is problematic because the septic tank and well are both in the way of expansion, and there is no sewer or water service at that location. Bringing sewer and water to the library will add a substantial cost to the project. With the township taking the Abbey Park property off the table, and the site development costs of the Eleven Mile and Milford Road parcel being over 1.2 million dollars, the library may have no choice but to spend

money on a parcel of land.

Director Teasdle suggested the Library Board make a plan for presenting to the Township Board at the October meeting.

- c. Library Collection Storage: Director Teasdle reported that she had talked to Library Design to see if they could help with suggestions for storage buildings. She has done research on her own, and found that units can be rented relatively inexpensively, but a concrete pad, electrical, and HVAC plus interior shelving will have to be paid for. Robert Swain noted that securing permission from the township could be problematic and it might have to go before the ZBA.

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

11. Trustee Comments:

Trustee Bissoon-Dath thanked Jocelyn for her report and thanked Chris Schaecher and Robert Swain for attending the meeting.

Trustee Gehrlein also thanked Jocelyn for her report and thanked Chris Schaecher and Robert Swain for attending the meeting.

Trustee Rogge remarked that Jocelyn did a great job with her presentation.

Trustee Deeds thanked Jocelyn for her report said she was impressed with the many craft kits she has created. She congratulated Holly on her new position.

She thanked Katie Rothley for her work on the ice cream social and book sale, and all of the flyers she has created and library promotional items she has purchased. She also commented on the Little Free Library created by the Eagle Scout at the community Garden and wondered how the Friends of the Library can help.

Trustee Coles had to leave before Trustee Comments.

Trustee Chuck thanked the trustees and audience for attending.

12. Adjourn Meeting: Motion by Deeds and second by Rogge to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:45 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary