

Lyon Township Library Board Minutes
October 26, 2021

1. Call to Order at 7:03 p.m. by Library Board President Cheryl Chuck
2. Roll Call:
Joshua Bissoon-Dath, Cheryl Chuck, Amy Deeds, Don Gehrlein, and Sherri Rogge were all present. Ed Coles was excused. Library Director Holly Teasdale 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 without the financial report. The motion passed unanimously.
4. Approval of the Agenda: Motion by Rogge and second by Gehrlein to approve the Agenda. The motion passed unanimously.
5. Announcements and Communications:
Friends of the Library Book Sale will be held on November 18-21 with set up on Nov. 17
Library Trustee manuals are available to download from the State of Michigan website, and there are two hard copies available at the library.
6. Call to the Public: none
7. Director Update: Director Teasdale reported the following:
Staffing: Marketing Librarian Katie Rothley has accepted a position at the Northville District Library and Meg Bruce, our Adult Service intern who has been working with Katie for several months, will be our new Marketing and Outreach Librarian. Meg has a background in marketing and is finishing up her MLIS at Wayne State University. Staci Kokenakes is our new Youth Program assistant and is currently training with Jocelyn. She is a Lyon Township resident and frequent library patron.
One of our pages, Veronica Steplitus, has put in her notice and we are currently interviewing for new pages.
Collection Maintenance: we have been working on getting the book collection weeded since we have several carts full of books that cannot be shelved due to overcrowding. We hoped to be finished by the book sale in November, but due to staff turnover and other projects that might not be possible. As always, we are forced to withdraw many books we wouldn't normally discard if we had more room.
Anniversaries at LTPL: Cathy Cottone and Pam Quackenbush are

celebrating 20 years of employment at LTPL. The board congratulated both employees and presented them with gifts prior to the meeting.

Facility: Director Teasdale said she was informed via a township maintenance employee that one of the furnaces is scheduled for replacement in 2022, although she hasn't heard this directly from township officials. Director Teasdale stated that she had contacted John Dolan a month ago about the stripes in the parking lot being no longer visible. The Township has resurfaced and replaced the striping on all other township facilities except the library, and the library at least needs to have the stripes so people know where to park. Trustee Deeds remarked that it was dangerous, and Trustee Chuck agreed.

Staff meetings and In-service Day: Staff meetings have resumed and will take place twice a month. She plans on an in-service day on a Friday in January and the board will be advised of this when the plans are set.

Annual Reviews: Staff reviews will take place in January 2022.

Upcoming Holiday Closures: the library will be close on the following dates:

November 25 & 26 (Thursday & Friday)

December 24-26 (Friday-Sunday)

December 31-January 2 (Friday-Sunday)

Director Teasdale will be on vacation Dec 20-Jan 2.

Meetings and Workshops:

September 23: TLN SASUG Meeting

September 29: Page Interviews (23 candidates)

September 30: Youth Program Assistant Interviews (2 candidates)

October 4: Coyote Club Development Meeting

October 4: Lyon Township Board Meeting

October 6: Next Level Leadership Meeting

October 12: Meeting with Ann Dilcher, Quinn, Evans, and Associates

October 12: LTPL Book Club

October 13 & 14: Virtual Michigan Library Association Conference

October 18: LTPL Staff Meeting

October 18: Meeting - Anne Seurnyck (Foster Collins Swift)

October 18: Meeting - Scott Hogan (Foster Collins Swift)

October 19: Meeting - TLN DEI prep for October Equity vs Equality event

8. New Business:

- a. 2019 - 2020 LTPL Annual Report: Director Teasdale explained that because of COVID 19 and the delay in getting the final financial reports from the auditor, the 2019 - 2020 LTPL Annual Reports will be combined into one report. The report will be available on the website and a printed version can be had by request at the library.

Motion by Bissoon-Dath and second by Gehrlein to approve the combined 2019 - 2020 LTPL Annual Report as provided. The motion passed unanimously.

- b. 2022 Budget Discussion: Director Teasdle reviewed the preliminary budget, noting the following changes from the 2021 budget:
- Revenue:
- Projected revenue will decrease in copier, printer, and fax fees due to decreased use by the public.
- State Aid: Currently at 2021 number, but change in population will probably increase this number. Hopefully we will have the amount by the November meeting.
- Penal fines: Projected revenue was increased to \$25,000 to reflect increases over the last two years.
- Millage: Reduced by Headlee Rollback from .87450 to .85830, so total amount captured is \$1,248,536,42. For budgeting purposes this number is reduced by 2% (\$24,971) to account for unpaid property taxes, tax tribunals, etc.
- Expenses:
- Personnel: Increase of 2.29% with 3% raises to staff beginning on January 1, 2022, with a few exceptions as noted to keep LTPL on par with similarly-sized libraries and prevent staff turnover due to wages. Director Teasdle stated she will need to hire a part-time Adult Services Assistant at some point to replace Meg Bruce who took Katie Rothley's place when she left the Marketing/Outreach Librarian's position.
- Health Insurance costs increased due to addition of one full-time staff member and one dependent.
- Trustee Bissoon-Dath inquired when the base pay of clerks could be raised. Trustee Chuck expressed concern that the pages and clerks are not paid enough. Trustee Bissoon-Dath agreed that he would like to see the pay for pages increased to \$10.50 per hour. Director Teasdle will adjust Clerk & Page wages for final 2022 Budget.
- Operating Supplies: Digital Content will be increased \$7,500 (11.7%) to cover increase in Mobile Hotspot lending. An increase in the Program budget of \$12,000 (60%) reflects the fact that the library cannot offer many more physical items and programming is one of the few ways we can continue to serve our expanding community with such limited space.
- Admin Institutional: Increase of \$10,000 (200%) in Planning Services to cover lawyer fees, etc. because of the possibility of a 2022 election. Trustee Gehrlein pointed out that according to our new Policies and Procedures manual there should be a comparison done of current year estimate and the proposed budget. Director Teasdle replied that this is just a workshop and it will be available at the November Public Budget meeting. Trustee Bissoon-Dath asked

if any unused funds will go into the fund balance. Trustee Gehrlein and Director Teasdle replied that it did. Director Teasdle pointed out that a healthy fund balance will be very important if we go to the ballot with a bond to build a new library because we might be able to ask for less of a bond if we have enough of a fund balance to cover some of the opening-day expenses such as furniture and they opening-day collection. We have always planned have to have the fund balance to cover any shortfalls in operating expenses involved with running and staffing a larger building.

Trustee Deeds asked about some of the databases that weren't being used much, and some had no statistics available. Director Teasdle replied that the databases had been re-evaluated for 2022 and some had been eliminated or replaced. Some databases don't provide usage statistics.

Projected Total Revenue of \$1,271,265 (3.85% increase over 2021)

Projected Total Expenditures of \$1,155,748 (3.76% increase over 2021)

Final draft will be presented to the public during the November 30, 2021 meeting of the Library Board of Trustees. Public notice will be made in the local newspaper.

- c. **Library Conceptual Plans Proposals:** The proposal from Quinn Evans was provided to the board when it was received, but Plant Moran did not submit a proposal by the meeting date. Director Teasdle said she had expressed to Ann Dilcher from Quinn Evan that any conflict of interest concerns be resolved with Quinn Evans because Township Trustee Kris Enlow is an engineer that works with them frequently. Ms. Dilcher agreed to contact him and ask him how he felt about it from a township perspective. Scope of the work was to update the costs for the Mill River site for 2022 for construction beginning in 2023 since that is the only site for which we have previous data. For the Eleven-Mile and Milford Road site we provided the information previously provided by the township, including park planning documents. Director Teasdle was also able to obtain an analysis done on the current library site by the DEQ from a 2018 parking lot expansion proposal and provided that information as well. Trustee Coles was not able to attend the meeting, but asked that the following question be read:
“Due to the nature of these properties with low areas and wetlands, could we get a preliminary evaluation if borings might be beneficial before the final report in 10 weeks? Underlying soil conditions could impact total costs significantly. I'd hate to wait 10 weeks, get a recommendation on borings, wait a few more weeks and then find out there could unforeseen soil/topography issues.”
Director Teasdle responded that soil borings would probably not be

needed for the Mill River site, but the Eleven-Mile and Milford Road site would need that done to the tune of \$6,000 or more. Most of the board agreed that it has most likely been done already for the park proposal, but that information has not been provided to the Library Board from the township. As for the current library site, Director Teasdale said it is a lot of money to spend for a study on property that is not ours and so it is out of the question at this time.

Trustee Rogge stated that the wetlands are also a very limiting factor on using the current library site, and she does not see any way the library or parking lot could be expanded. She added that she doesn't think the community would go for it either.

Director Teasdale replied that it might be needed to satisfy those who question why we don't use the current site to rebuild. However, engineering costs were not factored into this proposal, and we still have questions that need to be answered.

Motion by Rogge and second by Gehrlein to accept the proposal from Quinn Evans with engineering costs to be updated later.

Roll Call: Bisson-Dath – yes, Chuck – yes, Coles – absent, Deeds – yes, Gehrlie – yes, Rogge – yes. The motion passed unanimously.

9. 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 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 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. 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.

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.

October 26: Holding at same level of service as November 17, 2021.

b. LTPL Strategic Planning:

Director Teasdale suggested the Library Board make a plan for attending the next Township Board next meeting and update them under Announcements and Communications about the hiring of Quinn Evans. Trustee Rogge volunteered. Patron surveys are continuing.

c. Library Collection Storage Update: Director Teasdale reported that after working with Library Design to see if they could help with suggestions for an unattached storage building, it has become clear that it isn't a viable solution due to cost, property limitations, and security concerns. The limited storage that would be gained would not be worth the cost and effort.

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

11. Trustee Comments:

Trustee Gehrlein commented that the library has a big mess to deal with and we need keep on pushing the township for more information. We need to look at all possibilities and properly evaluate them.

Trustee Deeds welcomed the new staff members, and commented that she hopes the parking lot gets re-stripped because no one knows where to park and she is afraid someone will get hurt. She congratulated Pam Quackenbush and Cathy Cottone for their 20 years at LTPL and said the 2019-2020 Annual Report was easy to understand and visually pleasing.

Trustee Rogge agreed with Amy Deed's comments and also thanked Cheryl Chuck for the cider and donuts from Erwin Farms. She congratulated Pam Quackenbush and Cathy Cottone for their 20 years at LTPL.

Trustee Bissoon-Dath thanked Pam and Cathy for their years of service. He also commented that he is not surprised that it is the end of October and we still have not received information from the township we requested a month ago. He also

thanked Trustee Chuck for the donuts and cider.

Trustee Chuck thanked Pam and Cathy and the entire staff for what they put up with on a daily basis, and thanks to Holly for all of her work and putting up with everything. Thanks to Sherri for volunteering to go to the township meeting, thanks to Josh and Amy for their work on the committee, and thanks to Don for his financial report.

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

Respectfully Submitted by
Pam Quackenbush
Recording Secretary