

Lyon Township Library Board Minutes
November 30, 2021

1. Call to Order at 7:00 p.m. by Library Board President Cheryl Chuck
2. Roll Call:
Cheryl Chuck, Ed Coles, Amy Deeds, Don Gehrlein, and Sherri Rogge were all present. Joshua Bissoon-Dath was excused. Library Director Holly Teasdle and Recording Secretary Pam Quackenbush also attended.
3. Approval of the Consent Agenda: Motion by Coles and second by Gehrlein to approve the Consent Agenda. The motion passed unanimously.
4. Approval of the Agenda: Motion by Deeds and second by Coles to approve the Agenda. The motion passed unanimously.
5. Announcements and Communications:
The library will be closed for the holidays on December 24-46 (Friday-Sunday) and December 31-January 2 (Friday-Sunday).
The library will be decorating their tree at Abbey Park on Thursday, December 2.
6. Call to the Public: none
7. Public Hearing: 2022 Proposed LTPL Budget
Public Hearing called to order at 7:03 pm by Library Board President Cheryl Chuck.
Director Teasdle presented the 2022 LTPL Budget with expenditures of \$1,155,748 and revenue of \$1,271,265. Motion by Rogge and second by Gehrlein to approve the 2022 LTPL Budget as proposed with expenditures of \$1,155,748 and revenue of \$1,271,265.
Roll Call: Bissoon-Dath – absent, Chuck – aye, Coles – aye, Deeds – aye, Gehrlein – aye, Rogge – aye.
The motion passed unanimously.
Public Hearing adjourned at 7:15 by Library Board President Cheryl Chuck
8. Director Update: Director Teasdle reported the following:
Staffing: All positions are currently filled except for the Library Intern position. She is going to wait until 2022 to decide if she will hire an intern or make the position a permanent adult services assistant, which is needed. Unfortunately, there is no room left for a workspace for another employee. If she decides to hire someone for the position the board will have to approve a new job description. She will keep

the board updated.

Collection Maintenance: Staff continues a massive weeding project to make room so we can shelve books that sit on carts because of lack of room. Leah Barber, our seasonal page, will be home from college over the holidays and will be assisting in the effort.

Next-Level Leadership Institute: Director Teasdale presented at the annual conference on how to find a support network when you are a new director at a rural library. She found her year of working with the program has been very useful, with good presentations and receiving two \$1,000.00 grants. She has made many connections during the time spent on the program.

Michigan Library Association Library Director Think Space: Director Teasdale announced she would be participating in the Michigan Library Association's yearlong professional development program designed for the needs of library directors. In 2022 Think Space will focus on equality, diversity, and accessibility, a topic that coincides nicely with her new role as the Diversity, Equity, and Inclusion Liaison for TLN. The first event will be a two-day conference in Grand Rapids in December.

Community Reads: The Neighborhood Library Association is close to picking a title for the next author event, which is planned for National Library Week in April 2022.

Friends of the Library: Director Teasdale thanked the library board members who helped with the November book sale, and pointed out that the group is in dire need of new members to make future sales a success.

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

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

December 24-26 (Friday-Sunday)

December 31-January 2 (Friday-Sunday)

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

Meetings and Workshops:

October 27: Speaker and facilitator for Equity vs Equality: A Facilitated DEI Discussion for TLN

October 28: TLN Shared Automation User's Group Meeting

October 28: Community Reads meeting with Neighborhood Library Association

November 2: Meeting with Ann Dilcher (Quinn, Evans, and Associates) and Kristopher Enlow

November 2: Finance meeting with LTPL Board Treasurer Don Gehrlein

November 3: Meeting with Andy Fountain (Plante Moran)

November 8: LTPL Staff Meeting

November 9: LTPL Books & Brews book club

November: 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

9. New Business:

a. Emergency Disaster Plan:

At the completion of the LTPL Policy and Procedure Manual, Director Teasdale saw the need for a practical and up-to-date Emergency and Disaster Plan. The manual has an Emergency Management Policy, but it does not include floor plans, procedures, or contact plans in the event of an emergency. She is working with Aaron Witt of A-Train Tactical in Lyon Township to develop a detailed plan and provide staff training both now and in the future. She hopes to have this completed by the first quarter of 2022.

10. Unfinished Business

a. LTPL Levels of Service and Covid Precautions:

Still Stage 5: Open with restrictions. COVID precautions will remain in effect in the library, 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. Public computers are available. Children's manipulatives, toys, and tablets will remain in storage until a vaccine is available for children under 12. Community Center is open for bookings and private study rooms are 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 for those who choose that option. All services may be rolled back if infection rates increase.

As of November 23, employees of LTPL are required to wear masks in the workplace unless they are working away from the public and can socially distance. Because of close working quarters, staff members have continued to wear masks without being asked. Masks for the public are strongly encouraged but not required. 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.

- b. Quinn Evans Associates update and Proposal from G2 Consulting Group:
Director Teasdle has had one meeting with Ann Dilcher of Quinn Evans in order to discuss the project and provide Ann with any documentation that might be needed for this project. She has been in touch with the township and has received some zoning information back from the Township Planner, but has not had a reply on the other information Quinn Evans has requested from the Township.
Quinn Evans has secured a proposal for Preliminary Geotechnical Investigations at the current library site and the 11 Mile and Milford Road site. The quote for the combined cost for both sites is \$7,850 from G2 Consulting Group.
Trustee Gehrlein asked why the Mill River property has been declared unavailable for a new library, since it is by far the best location, but no vote has ever been taken by the Township Board concerning its future use. Director Teasdle replied that no one seems to know, but for now we have to consider it off the table. Motion by Coles and second by Gehrlein to accept the proposal from G2 Consulting Group, not to exceed \$10,000. The motion passed unanimously.
- c. LTPL Strategic Planning:
Director Teasdle gave the board the results of the patron surveys so far, and the surveys are still in progress. There are no current plans to conduct phone surveys since most people have cell phones and don't answer unknown numbers. Focus groups are also being considered.
Director Teasdle also mentioned tht she hopes to have more information in January from Quinn Evans and G2 Consulting Group. She will also have a timeline of events up to present completed.

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

12. Trustee Comments:

Trustee Gehrlein thanked Director Teasdle for getting the budget ready and approved. He mentioned that he continues to be disappointed to the reactions by the township to the requests for information needed to move forward with plans for a new library. He wished the board and staff a happy Christmas and New Year.

Trustee Rogge wished everyone a happy holiday season and said she hoped the township official's hearts grow in respect for the library in the coming year.

Trustee Deeds thanked Meg Bruce for her efforts in outreach to students. She thanked Pam Quackenbush for the recent LTPL Grows programs, and thanked

Jocelyn Leven for her work on providing craft kits to the children. She was glad to see that Staci Kokenakes had resumed the young writer's club and that it was being well-received. She thanked Director Teasdale for everything she does, especially under current circumstances, and wished the staff and board a happy holiday.

Trustee Coles also thanked Director Teasdale for her continued work dealing with township issues and it is tough to maintain a positive outlook when the township is working against us, and that it is a marathon, not a sprint. He also thanked Trustee Gehrlein for his work as treasurer.

Trustee Chuck thanked Director Teasdale and the entire staff for all the work they do all year long. She thanked the Friends of the Library for volunteering to work at the book sale. She ended by wishing everyone a Merry Christmas and Happy 2022.

13. Adjourn Meeting: Motion by Rogge and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:34 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary