

Lyon Township Library Board Minutes
January 25, 2022

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, and Don Gehrlein were present. Amy Deeds and Sherri Rogge were excused. Library Director Holly Teasdale 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 Gehrlein and second by Bissoon-Dath to approve the agenda. The motion passed unanimously.
5. Announcements and Communications: none
6. Call to the Public: Craig Porter, resident, and Ann Dilcher, Yao Ma, and Kris Enslow representing Quinn Evans and Associates
7. Presentation by Quinn Evans and Associates:
Ann Dilcher, Yao Ma, and Kristofer Enlow presented the cost analysis for three sites owned by Lyon Township: Abbey Park, Eleven Mile and Milford Road, and the existing library property. Property #1, Abbey Park, was the number one site chosen by residents during the public engagement process in 2016. An updated concept design for this property was developed in 2019. The size of the site is optimal, and the library would save a considerable amount of money by being able to use the existing infrastructure for roads and utilities and it would be accessible to the bike trail. Sitework costs for this property are the lowest of the three properties. Project and construction costs for this site total \$9,982,352. Due to an existing consent judgement, if the library chooses a construction company other than Schonsheck Inc. there would be an added \$1,191,040 (16% of construction costs) for a total of \$11,173,392. Lyon Township officials have previously informed the Library Board that his property is no longer an option. They are potentially using this property for another municipal purpose, such as a DPW yard, additional Fire Station, a Fire Station Headquarters, or a Safety Complex/Safety Town.
Property #2 is the current location of the library at 27005 Milford Road. Poor soils and a high water-table, based on recent geotechnical borings, would require deeper foundations and soil

removal under existing paved areas. This site has the smallest usable space because of wetlands. Township sewer and water are not available to this site, and there are serious doubts about the ability to put in an adequate well and septic field. This would necessitate additional costs to run township sewer and water to the site. The library would have to be a two-story building to fit on the property, and the property will allow no expansion in the future if needed. Installing an elevator would be expensive and take up valuable square footage, and operational costs would increase to provide adequate staffing on both levels. The county will likely require a flare or center turn lane. Total project costs for this site would be \$12,280,262. This cost does not include running sewer and water to the property if required. It does not include the cost of renting a building to temporarily house the library during construction, or the cost of moving the collection to the temporary location and back. It does not include the cost of a flare or center turn lane.

Property #3 is on the Northeast corner of Milford Road and Eleven Mile Road. Water and sanitary connections will require directional drilling under the drain. Vehicular crossing of the drain will cost \$680,000. The cost estimate is \$11,394,587. It does not include the cost of paving Eleven Mile Road from Milford Road to an entrance on Eleven Mile in the event the county will not allow us an entrance on Milford Road. It also does not include the cost of a pedestrian connection will require a bridge over the drain. The location offers potential cost sharing with Lyon Township if they would like to work with the library to create a combination Library and Township Park with play structures, sports fields, and amphitheater. In the absence of any commitment from the township to even let the library build on the property, the library will work with the above estimate that includes a parking lot and a retention pond sized for the library only. In summary:

Property #1 Abbey Park on Milford Road. Site work and building \$7,444,000, total cost \$9,982,352

Property #2 Existing Library Location. Site work and building \$9,244,000, total cost \$12,280,262. Total cost does not include water and sewer to building, rental and moving costs, or road improvements.

Property #3 Milford Road and Eleven Mile Road. Site work and building \$8,633,200, total cost \$11,394,587. Total cost does not include possible cost for paving 11 Mile Road or the pedestrian connection over the drain.

8. Director Update: Director Teasdale reported the following:
Staffing: We continue to have high turnover in the page position.
Reasons given are usually needing to focus on grades or getting a

higher paying job elsewhere. In speaking with other directors, Director Teasdale said it is a common problem in libraries.

Homebase: As of January 1, the staff is using an app called Homebase, and it is managed by Marj Dixon. There have been issues, but ultimately it will be better for everyone.

Collection Maintenance: Staff continues the weeding project to make room. Inspirational Fiction has been separated from Adult Fiction and is over by the genealogy collection. Relabeling the picture books continues to make the collection easier to shelve and search.

State Aide Report: The State Aide Report was submitted to the Library of Michigan on 1/18/22. This report contributes to statewide statistics for libraries and enables us to receive our State Aide payments.

1st Amendment Audits: Several area libraries have been subjected to citizens wishing to conduct a 1st Amendment Audit. These audits are conducted at libraries, city halls and municipal buildings, and police departments. Staff have been told to answer reasonable questions without engaging or arguing and to let them go about their business without creating a fuss. Staff has no right to privacy as public servants, so they may be filmed working at their jobs. Auditors may not enter "staff only" areas or interfere with employees as they work assisting other patrons. Generally, they are looking to film something they can post on social media with commentary, and if everyone remains calm that is less likely to happen.

Community Reads: The Neighborhood Library Association has picked a title and the author event is planned for National Library Week in April 2022. The title, author, and events will be announced sometime in February.

Friends of the Library: We have found a new company to pick up the leftover books after the book sale. It is Mission Book Sellers, a local company that purchases from the book sale and will continue to do so. They will assist with book sale tear down, boxing, and loading up the books. They will also pick up books between sales if we need them to. Since it is difficult to find companies to take book sale leftovers, we are hopeful that this partnership will work out.

Foster, Swift, Collins, & Smith: We have received notice that our library law specialists will increase their hourly rate to \$225 effective February 1, 2022. Employee benefit work will remain capped at \$250 per hour. These rates will be effective through December 31, 2022

Annual Reviews: Staff will receive self-evaluation forms and appointments for their reviews this week, with reviews taking place the first week of February.

Meetings and Workshops:

December 5: Meeting with Aaron Witt about the Emergency Action Plan

December 7: Meeting with Ann Dilcher (QEA) and Leslie Zwada (Township engineer)
December 8: TLN Director's Meeting
December 9 & 10: MLA Library Director Thinkspace retreat (Grand Rapids)
December 15: From Diversity to Inclusion: How to Audit your Collection and Why (workshop)
December 17: Intellectual Freedom and Material Challenges (Library Law workshop, MLA)
January 4: Meeting with Pauline Poplawska, new director at SSLDL
January 6: Planning meeting for TLN DEI workshop series
January 10: Meeting with Ann Dilcher (QEA)
January 12: Meeting - TLN Director's Meeting
January 14: Meeting – Library of Michigan Directors

9. New Business:

- a. Emergency Disaster Plan:
Director Teasdle has been working with Aaron Witt of A-Train Tactical in Lyon Township. He created a detailed plan that provides step-by-step procedures for staff to follow in the event of a variety of potential emergencies. This plan supports the LTPL Emergency Management Policy, part of the LTPL Policy and Procedure Manual. The library will be closed the morning of March 4, 2022 for Mr. Witt to provide a training course and review the plan with staff. Mr. Witt recommended staff become familiar with the Stop the Bleed campaign www.stopthebleed.org prior to the training. He also recommended that the library acquire a trauma kit and non-skid doorstops for the bathrooms. Director Teasdle plans to review the plan and have staff trainings annually.
Motion by Gehrlein and second by Coles to accept the LTPL Emergency Disaster Plan as presented. The motion passed unanimously.
- b. Increase in Minimum Wage January 1, 2022:
Director Teasdle informed the Library Board that the State of Michigan increased the minimum wage to \$9.87 per hour effective January 1, 2022. There is also a Raise the Wage Ballot Committee that proposes the state increase minimum wage in \$1 increments over five years, starting at \$11 per hour in January, 2023, and increasing to \$15 per hour by 2027. Starting wage for pages at the library is \$10 per hour and clerks \$12 - \$13 per hour. Regardless of whether the Raise the Wage initiative succeeds, it would be prudent for the library to develop a strategy to increase our base rate of pay for our lowest paid hourly positions. Director Teasdle suggested two possibilities including engaging an outside, impartial firm to do a salary study

and she would get quotes for the board if they wish her to. She could also do the study herself as has been done in the past. Either course should be decided on and enacted by this summer if we want a plan in place before work starts on planning the 2023 budget.

- c. Library Assistant Job Description: Director Teasdle explained that she still hasn't filled a position for a Library Science Intern or an Adult Services Program Assistant. Neither fits our needs at this time, and we do not have a workspace for another employee. As it is, our Youth Services Assistant uses a laptop in the community center and has to move if the room is being used. What would be most useful at this time is to hire a Library Assistant who could perform page duties and provide support for adult services professional staff. Director Teasdle explained that she would like to move away using the page position and have Library Assistants instead, creating more capable and experienced employees with a versatile job description who can work more hours. If approved, she suggested the position should start at \$12 an hour, and a current page would be transitioned into the job.

Motion by Bissoon-Dath and second by Gehrlein to accept the Library Assistant job description as presented. The motion passed unanimously.

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. Curbside service will remain available indefinitely for those who choose that option. All services may be rolled back if infection rates increase.
The 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. Staff is still using the Community Center for workspace as needed.
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. As of January, Youth and Teen programming returns to virtual until at least mid-February due to a high caseload count. Most adult programs remain virtual or hybrid. Signs requesting but not requiring masks are posted throughout the building. The library has purchased KN95 masks for staff to wear due to the CDC recommendation that cloth masks are not effective with the Omicron variant.

b. LTPL Strategic Planning:

LTPL Surveys: Director Teasdale informed the board that the building survey is the last survey left to roll out. All surveys are still available to be taken both on the website and in the library.

Commercial Properties: At the suggestion of the Township to have the library buy its own property, Trustee Coles worked with a realtor to find potential commercial properties. They reviewed several properties, but only three met the basic criteria for a library property: Minimum eight acres, paved road frontage, available utilities, and a location central to the township. Costs to purchase the three properties ranged from \$699,000 to \$1,399,000.

Director Teasdale pointed out that the library does not have enough money in the fund balance to buy the property outright. Even if we did, and used it to purchase the property, if we failed at the ballot for a bond for the building the library would be stuck with paying for and maintaining the property. In addition to that, the fund balance is collected and used for the purpose of funding library operations and as a cushion for emergencies. It is not appropriate to use it for buying property or erecting a building. For those actions, a bond proposal should be brought before the residents for a vote.

After discussion, the Library Board declined to move forward because of the reasons discussed and the added cost to the project and the burden to taxpayers. The Township owns property that is suitable, and the library is part of the township. It remains the job of the library board to convince the township that the library and the township can work together to create a library that is appropriate for our population.

Open House: Director Teasdale suggested the board move forward with plans for an open house and invite the public to tour the building and participate in a town hall meeting, including a presentation from Quinn Evans & Associates. This would be a meeting that can be attended in person and virtually, making it

accessible to all residents. The Library Board agreed that it is important to gather public input and communicate our findings so far. Director Teasdle said she would find a date as early as possible in February.

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

12. Trustee Comments:

Trustee Gehrlein thanked Craig Porter for attending the meeting and expressing his opinions. Trustees Bissoon-Dath, Coles, and Chuck, all thanked him as well. Trustee Bissoon-Dath said he is excited about a new library but gun-shy because of the past. He thanked Director Teasdle for putting everything together for the meeting.

Trustee Coles remarked that it was a great presentation tonight and many new things to think about. He said the timeline was great and hoped everyone would share it to their subdivision Facebook pages. He added that we are doing everything we can to help the township see the light and want to work with us. Trustee Chuck concluded by saying it was a great meeting and we have some new perspectives about what could happen.

13. Adjourn Meeting: Motion by Bissoon-Dath and second by Coles to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:30 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary