

Lyon Township Library Board Minutes
February 22, 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, Amy Deeds, and Don Gehrlein were present. Sherri Rogge were excused. Library Director Holly Teasdle, Recording Secretary Pam Quackenbush, and Technology Coordinator Marj Dixon also attended.
3. Approval of the Consent Agenda: The financial report was struck from the Consent Agenda. Motion by Bissoon-Dath and second by Gehrlein to approve the Consent Agenda as amended. The motion passed unanimously.
4. Approval of the Agenda: Director Teasdle asked to move 9b LTPL Strategic Planning after Item 6 Call to the Public. Motion by Deeds and second by Coles to approve the agenda as amended. The motion passed unanimously.
5. Announcements and Communications: none
6. Call to the Public: none
- 9b. LTPL Strategic Planning (moved to accommodate a board member who had to leave early.)
 - i. Review of Quinn Evans & Associates Documents: Director Teasdle presented the board with documents that were used in the previous evening's presentation by QEA to the public meeting. Some of these documents had been revised since the January Library Board Meeting. She stressed that all population numbers and projections had come from SEMCOG.
 - ii. Review of Open House: Director Teasdle gave the board print-outs of comments and questions from patrons who participated online, and remarked that no one in person or online commented that there was no need for a new library. She also noted that only one member of the township board attended.
Trustee Deeds remarked that during the public presentation there was no mention of the fact that Plan #2 for the current library location didn't contain room for a septic or well, and that the water and sewer service doesn't extend to the library property. Oakland County would most certainly require that the library bring water and sewer over to the property were we to build there. She felt the cost of that should be added to the total cost of building on that site. Trustee Coles mentioned that many patrons are hoping for outdoor space and a

play area at the new library, but that would not be possible at the current location, but would be possible at the other locations. Director Teasdle also mentioned that several people asked what would happen to the current library facility were we able to build a new library.

iii. LTPL Survey Data: Marj Dixon and Director Teasdle presented a report of the survey results as of February 22, 2022. The last survey concerning the facility had been launched only four days prior, and already had 128 respondents. 80% responded that they wanted a new library. Other frequent comments included needing a much larger children's department and having the children's department separated from the adult area to reduce noise. Having adequate seating and a less crowded feel also received many comments.

iiii. Presentation to Township Board March 7, 2022:

7. Director Update:

Staff Annual Reviews: All staff reviews were conducted in the past month with the exception of Leah Barber, who is away at college and works on holidays and in the summer. She spent 30-60 minutes with each employee, setting goals and addressing concerns.

Library Assistant Position: Tyler Reedy was promoted to the new Library Assistant position, and is adapting to his new project assignments.

Staff Meetings: Director Teasdle surveyed the staff about how they felt would be the most productive and helpful way to approach staff meetings and how often they should take place. It was decided that staff meetings would be held monthly, an hour and fifteen minutes before the library opening.

Staff In-service: On Friday, March 4, the library will be closed until 1:30 pm for training with Aaron Witt, creator of our Emergency Action Plan. He will provide advice for how to handle various emergency scenarios in our library. The training will be followed by lunch and a staff meeting.

Community Reads: Due to a conflict with the author's schedule, the author event will not be able to coincide with National Library Week as previously hoped. It will happen in May.

Meetings, Workshops, and Conferences:

January 21: DSLRT Meeting

January 21: MLA Advocacy Hour

January 26: TLB DEI workshop with NEW coordinator

January 27: TLN Shared Automation Meeting

February 7: Township Board Meeting

February 8: LTPL Books and Brews

February 9: Staff Meeting

February 9: TLN Director's Meeting

February 11: Library of Michigan Director's meeting
February 15: Meeting with Aaron Witt for Staff In-service
February 15: Staff Planning/Calendar Meeting

8. New Business:

- a. Technology Annual Report and Technology Plan, Marjorie Dixon, Technology Coordinator:
Marj discussed many of the challenges of 2020 that continued into 2021, and having to adapt to a constantly changing technology environment. Serving our community during the pandemic required the addition of new hardware and software. In addition to maintaining and updating the current computers and equipment, she added the following:
The oldest staff and public computers were replaced. Laptops were purchased for two new employees that do not have a workspace due to building constraints. Director Teasdale also received a laptop through a grant.
Configured and put into circulation 10 new Chromebooks and 5 dedicated hotspots purchased with stimulus grant funding.
Configured 10 new hotspots to replace older units per our contract with T-Mobile.
Updated and returned all children's I-Pads to their library space.
Ordered and installed new network back-up UPS and Firewall.
Purchased and installed a high-speed scanner for the Genealogy computer.
Using AARPA funds we will receive cameras, microphones, and other peripherals to support remote programming both inside or outside the building.
Software additions or improvements included:
Set-up of new Library Aware platform for newsletters and marketing.
Migrated all staff and board emails to a new, more functional and collaborative corporate Gmail platform.
Set up and activated a new room reservation system.
Configured and installed new antivirus software with improved security.
Purchased a subscription to Homebase employee scheduling and time management service.
Added subscriptions to three new digital content services: Audiobook Cloud, Teenbook Cloud, and Tumblemath.
Programs offered through the technology department included Computer Assistance, Community Electronic Recycling, Community Document Shredding, and American Red Cross Blood Drives. Plans are for those to continue into 2022.
Looking forward to 2022, she also plans on adding self-check-

out, a new electronic marketing display system inside the library, session management solutions for the public computers, and possibly an outdoor sign.

She will continue to strive to provide our community the best resources possible to meet their technology needs and provide the staff with the tools they need to best accomplish their goals.

9. Unfinished Business:

a. LTPL Levels of Service and COVID Precautions:

Still Stage 5: 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. 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. Adult, Teen, and Youth programs are in-person, 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. MIOSHA has not updated their previous recommendation so staff will continue to be required to wear a mask.

b. LTPL Strategic Planning: moved to earlier in the meeting

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

11. Trustee Comments:

Trustee Bissoon-Dath left the meeting at 8:25

Trustee Coles thanked Marj Dixon for her presentation. He also remarked that everyone is doing the best they can to provide library service to a growing community, and it is hard not to get frustrated,

but we can't let up. He also apologized and said he would be out-of-town on March 7.

Trustee Gehrlein thanked Marj Dixon for her presentation and also thanked her for her help with his computer issues. He said he would also be out of time on March 7, but hopes they get some answers. There is so much time spent on the new library but we have to keep plugging away at it.

Trustee Deeds thanked Marj Dixon for her presentation. She also thanked Director Teasdale for pulling the presentation together for Monday. She also remarked that we need to go into more detail about the lack of water and sewer at the current library site, and that there is no room on the proposed plan for a septic field to replace the one that is currently failing. Water and sewer will need to be brought to the site, which will add significant cost to the project that isn't being accounted for in the projected cost for the current library site. She also welcomed Tyler Reedy to his new position as Library Assistant. She thanked Meg Bruce for setting up the database, Pam Quackenbush for her great programs, Jocelyn Levin and Staci Kokenakes for their great youth programs, and Cathy Cottone for her great job with genealogy programs.

Trustee Chuck thanked Marj Dixon for her presentation. She said she understood that family comes first and some board members would be out-of-town on March 7, and that we will do the best we can at the upcoming township meeting and keep moving forward. She also thanked Trustee Coles for working with the realtor in a search for property.

Director Teasdale commented that we are making progress and the community is responding. Over 80 people attended our information meeting, and 185 people responded to our survey in just 2 days. We can't get discouraged, and we will know soon if we will be able to go to the ballot in 2022. She thanked Trustee Coles for bringing in real estate offerings, and asked the board if they want her to invite Thomas LeClair to our March Library Board meeting.

12. Adjourn Meeting: Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 9:44 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary