

Lyon Township Library Board Minutes
March 28, 2022

1. **Call to Order** at 7:06 p.m. by Library Board President Cheryl Chuck
2. **Roll Call:**
Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, Amy Deeds, and Sherri Rogge were present. Don Gehrlein was excused. Library Director Holly Teasdale, Recording Secretary Pam Quackenbush, and Marketing and Outreach Librarian Meg Bruce also attended.
3. **Approval of the Consent Agenda:** Motion by Coles and second by Bissoon-Dath 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 as amended. The motion passed unanimously.
5. **Announcements and Communications:** none
6. **Call to the Public:** none
7. **Director Update:**
Emergency Action Plan & Staff Inservice
On Friday, March 4, the library was closed to the public until 1:30 pm for staff inservice and training. Aaron Witt from A-train tactical, who helped me create our Emergency Action Plan, led the staff through 1st person shooter training including a table-top exercise, as well as reviewing with us our Plan. Copies of the plan have been distributed to all staff members and are in key locations in the library. I am very pleased with our experience and assistance with Mr Witt, and I plan to have him come back for additional training of staff on a biannual basis. Our regular staff meeting was held before reopening the library, and lunch was served to all staff as well as to Mr Witt. I hope to have the fire department back for CPR training and another Narcan training with the South Lyon Community Coalition.
Millage Workshop Series
The Library of Michigan has offered in the month of March a timely (for us) workshop series covering many aspects of Millage campaigns: Before your Millage, Marketing Strategies in Today's Environment, Legal Issues: Millage Proposals and Millage Campaigns, and Tools for a Successful Millage Campaign. As of this writing, I have attended all of them, with the last being on Monday, March 29. Other library staff members have attended the workshops as well. Some of it is a recap, but things constantly change, and there are different laws/rules/interpretations from the last time we

were on the ballot in 2017, so I want to be as prepared as possible. So far it has been extremely helpful. We will need to check with the library's lawyer so nothing conflicts with our policies.

Staff meetings with Bachmann Financial rep on investments

I had Derek Aho from Bachmann Financial, who manages the 457 deferred compensation accounts for all staff, and the pension accounts and health insurance for full time employees, come out for one on one appointments with all staff who wanted to meet with him for questions and concerns on their investments and policies. It's been a couple years since Derek has been out, so I plan on having him come at least once a year in the future to meet any needs that staff may have.

State Aid & Library of Michigan Certification of Population

The Library of Michigan and the Department of Education have completed their certification of population reports, based on the 2020 Census data. The legal and certified population for Lyon Township is 23,271. This will be the population number used for all state and federal purposes until the next census.

It should be noted that public libraries in Michigan are put in Class levels, based on population size. We are a Class IV library, serving a population between 12,000-25,999. We won't have to think about it for a while, but we can assume that at the next census, LTPL will become a Class V. It was in 2010 that LTPL became a Class IV.

Per the FY2002 Michigan budget, the per capita breakdown is \$.487980 for direct and indirect state aid to public libraries.

Cooperative per capita of \$.487980 and a density payment of \$9.76 per square mile. We will receive our 1st payment after March 14, and the second check after July 1. A third check is sent to the co-op on our behalf.

The FY2021 per capita breakdown was \$.4299853 for direct and indirect aid, with the co-op per capita of \$.4299853 and a density payment of \$8.00 per square mile. Our certified population in 2021 was 14,545, and our State Aid payment \$12,614.86

Community Reads

Our 12th annual Neighborhood Library Association Community Read is The Firekeeper's Daughter by Angeline Boulley. The author event will be on Monday, May 9 @7:00 pm at Novi Public Library. We have multiple copies available in all available formats. Each participating library is offering book discussion meetings, as well as programs in support of the book content. LTPL's program offering is Anishinaabe 101 on April 27. More information about the all of the events and the book can be found on our website as well as the NLA website:

nlacommunityreads.weebly.com

Meetings, Workshops & Conferences

February 17: MLA Advocacy Hour: Understanding Headlee Amendment

February 21: Library Open House and Site Study presentation with QEA
February 22: LTPL Board meeting
February 23: Equity vs Equality in Library Service meeting with co-presenters
February 24: MLA Think space: Virtual Check in
February 24: TLN SASUG meeting
March 1: MLA Advocacy Day
March 3: Presentation to White Pine Library Cooperative: Equity vs Equality
March 4: Staff inservice: Emergency Action Plan/1st person shooter training with Aaron Dewitt & Staff meeting March 7: Library of Michigan workshop: Before your Millage
March 7: Township board presentation
March 8: LTPL Books & Brews book club @ Kensington Grill
March 11: Library of Michigan Director's meeting
March 14: Library of Michigan workshop Marketing Strategies in Today's Environment March 15: LTPL Board Special meeting
March 16: TLN Equity, Diversity & Inclusion workshop with NEW
March 17: MLA Advocacy Hour with John Chrastka
March 21: Library of Michigan workshop Legal issues with Millage Proposals & Millage Campaigns

8. New Business:

a. Proposal from Quinn Evans Architects:

The scope of work in the proposal includes:

1) Geotechnical Services (two more soil borings)

Library concept Design

2) Site concept that includes parking, future library expansion, and other site amenities

3) Meetings with the Township/Library Planning committee (assumes 4 meetings)

4) Create a cost model that shows the building and site development costs associated with the site

5) Present the library concept to the Library Board, Township Board, and community

6) Provide rendered site plan and building plan suitable for use in the campaign

7) Optional: Presentation renderings (\$2,200 each)

Total Cost (without optional renderings): \$24,400

Motion by Coles and second by Bissoon-Dath to accept the bid from Quinn Evans Architects for \$24,400 plus \$2,200 for optional renderings for a total of \$26,600. The motion passed unanimously.

- b. **Outreach and Marketing Annual Report presented by Meg Bruce:** Meg Bruce presented her report, focusing first on the outreach portion of her job. She listed the local events the library is involved with, including the newest Lyon Township event during the 2021 holiday season “Lighting Up the Grande.” The library attended with “Letters to Santa,” crafts, library swag, and it was a great success. Meg is looking forward to partnering with the township for a great 2022 with the kite fest and a new summer concert series.

For marketing, she has been rolling out a new brand identity for the library across our website, social media, digital and printed materials. We also have many Internal publications, including brochures, flyers, and posters as well as several monthly email newsletters. She also manages the display monitor in the library and the outdoor sign to highlight library services and upcoming events. For external communication with the public, the Lyon Today quarterly publication that goes to all residents has been a successful advertising outlet for the library. She also advertises in the South Lyon Buyer’s Guide and posts regularly about our programs to Facebook, Instagram, and Next Door. She used all of the above to heavily promote our series of library surveys, which provided valuable opinions from the public about current library services and what they would like to see in the future. As staff liaison to the Friends of the Library, and helps promote their activities in the library.

Meg books and promotes programming and creates Make and Take kits for families and adults, as well as promoting programming for the genealogy and youth departments and LTPL Grows. Currently the library is offering in-person, virtual, and hybrid programs to the public.

Motion by Bissoon-Dath and second by Rogge to accept Outreach and Marketing Annual Report as presented. The motion passed unanimously.

- c. **Budget Amendment:** Due to the absence of Treasurer Don Gehrlie, board members decided this item should wait until the next meeting. Motion by Bissoon-Dath and second by Deeds to table the Budget Amendment until the April Meeting. The motion passed unanimously.

9. **Unfinished Business:**

- a. **LTPL Levels of Service and COVID Precautions:**

The library continues at Stage 5: Masks are voluntary and no longer required for staff or patrons. COVID precautions will remain in effect in the library, including the acrylic shields at the circulation desk, a

welcome station at the front entrance with hand sanitizer, masks, and COVID information, and hand sanitizer stations are available throughout the library. 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 in-person and virtual. Public computers are available. Curbside service will remain available indefinitely for those who choose that option. All services may be rolled back if infection rates increase.

b. LTPL New Library Planning:

Review of Open House on February 21, 2022: Over 100 people attended in-person and virtually. It is still being viewed on YouTube. There were no negative comments, and support seemed more widespread than in 2016.

Review of presentation to the Township Board on March 7, 2022: there was a good showing of supportive community members. The Township Board was generally supportive of the idea of a joint effort for a library and community park on the 11 Mile and Milford Road property owned by the township.

Park Planning Sub-Committee: A meeting is planned for April 6 at 3:30 pm at the library for committee members Township Treasurer Patricia Carcone, Township Trustee Robert Swain, Township Engineer Leslie Zawada, Library board Trustees Amy Deeds, Ed Coles, and Joshua Bissoon-Dath, Library Director Holly Teasdale, and Ann Dilcher from Quinn Evans Architects.

Ballot Language: Ballot language for the general election on November 8, 2022 is due to Oakland County by August 15 at 4:00 pm. The LTPL Board of Trustees will need to approve it by Tuesday, July 26 and the Lyon Township Board of Trustees will need to approve it on Wednesday, August 3.

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

11. Trustee Comments:

Trustee Bissoon-Dath commented that Meg Bruce did an awesome job with her presentation and thanked all the staff for what they are able to achieve in such a small space.

Trustee Rogge also thanked Meg for her presentation, and also commented that she liked the modern theme of the new library flyers.

Trustee Deeds thanked Meg for her presentation and thanked Director Teasdale for her proactive approach with the safety training. She thanked Youth Librarian Jocelyn Levin for her amazing monthly reports and for helping the staff with tech issues. She commented that she was glad that both Jocelyn and Staci could attend Spring

Institute this year. She offered to help with youth craft kits, and Trustee Rogge said she would be willing to help as well. Trustee Coles commented that Meg's presentation was great. He thanked the new library committee members for their work. Trustee Chuck thanked Meg for her presentation and wished the committee luck at the upcoming meetings about the new library.

12. **Adjourn Meeting:** Motion by Coles and second by Bissoon-Dath to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:50 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary