

Lyon Township Library Board Minutes
April 26, 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 was excused. Library Director Holly Teasdale and Recording Secretary Pam Quackenbush also attended.
3. **Approval of the Consent Agenda:** Amended to include the financial report sent separately from the Library Board meeting packet. Motion by Bissoon-Dath and second by Gehrlie to approve the Consent Agenda as amended. The motion passed unanimously.
4. **Approval of the Agenda:** Motion by Coles and second by Deeds to approve the agenda. The motion passed unanimously.
5. **Announcements and Communications:** none
6. **Call to the Public:** none
7. **Director Update:**
LTPL Survey Results and Report
We have been working on going through all of the data and comments from the 5 surveys we conducted from December 2021-March 2022 covering Adult Services, Children and Teen Services, Technology, Digital Collections and Facilities. It is quite a bit of data. I was hoping to have it completed for this board meeting but I'm just not there yet. It will be on the agenda for the May board meeting.
Meeting with Salem South Lyon District Library
SSLDL hosted myself, Meg & Jocelyn for a lunch and meeting to discuss possible collaborations. We will book complimentary events for paper shredding and electronic recycling so we can spread out these services to the larger community multiple times a year. We will also cross promote these events for each other's library. We also discussed our previously successful "Library card for Every 5th Grader" library card drive in the South Lyon School district, which we did pre pandemic. During that initiative Jocelyn and the Program Assistant did presentations for 5th graders in elementary schools that were either all Lyon Township residents or primarily Lyon Township residents. We signed up or renewed cards for all the 5th graders, as well as the rest of their families. Each kid who applied (even if they were a patron of Novi or SSLDL), got a swag bag. There was also a pizza party at the library afterwards. The thought behind this library

card drive is middle school is when library usage starts to decline, yet that is when kids start to need to do more research. So we thought if we could get them their cards and interested in the library we could possibly retain them as library users, especially as the whole family was on board. This also got us into the school twice a year for outreach – once in the fall for the library card drive and once in the spring to promote the Summer Reading Program.

We are now hoping to move forward with them for a school district wide library card drive. The details have yet to be worked out, but that initiative will be in the fall. The plan is to also bring on South Lyon Education Foundation as a partner to increase visibility and participation.

They also showed us some features of the latest expansion in the children's area of SSLDL that they particularly like and thought we should consider as we begin to plan for the new LTPL library. They are very supportive of our building project.

We hope to create more collaborations in the future.

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. The in person event is full, but you can still register for a zoom link to have the event streamed, on Novi's website. The event will not be recorded for viewing later – it is a live stream only. 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

8. **Lyon Township Board of Trustees Annual Meeting:** Trustee Chuck opened the Lyon Township Board of Trustees Annual Meeting at 7:14 pm.
 - a. Nomination and election of Lyon Township Board of Trustees officers.

Motion by Coles and second by Gehrlein to nominate Cheryl Chuck as President. The motion passed unanimously.

Motion by Gehrlein and second by Bissoon-Dath to nominate Ed Coles as Vice-President. The motion passed unanimously.

Motion by Bissoon-Dath and second by Deeds to nominate Don Gehrlein as Treasurer. The motion passed unanimously.
 - b. Discussion items: Trustee Chuck noted that the board needs to do Director Teasdale's annual evaluation, date to be announced.

Motion by Deeds and second by Gehrlein to close the Lyon Township Board of Trustees Annual Meeting. The motion passed

unanimously. The meeting was closed at 7:18 pm.

9. New Business:

a. **Technical Services 2021 Annual Report - Pam Quackenbush**

Pam reviewed the various facets of her job at LTPL, including Technical Services and the LTPL Grows initiative that includes the seed library and the demonstration garden. She also manages the membership of the Lyon Township Community Garden.

An overview of the collection numbers and statistics was followed by explanations of the programs and procedures that fall under the umbrella of Technical services. Motion by Bissoon-Dath and second by Gehrlein to accept the Technical Services 2021 Annual Report as presented. The motion passed unanimously.

10. 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.

Since there have been no changes for the last few months, this item will be removed from the agenda until further notice.

b. **LTPL New Library Planning:**

Library - Township Subcommittee Meeting April 6, 2022 Update:

Committee members attending included Township Treasurer Patricia Carconne, 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 and Yao Ma from Quinn Evans Architects. The meeting was positive overall. Director Teasdale said she is concerned about the tight timeline. Discussion included the need for a drive through window, having the play structure close to the library building, and reconsidering the bathrooms and related security issues.

The next meeting of the subcommittee will be Monday, May 2 at 3:00 pm.

Quinn Evans Associates Update: The biggest hurdle will be having the entrance off Milford road approved by the Oakland County Road Commission due to environmental considerations. The current plan plus the soil borings report will be submitted to the Road Commission for approval.

- c. **Budget Amendment (tabled from 3/28/22):** Director Teasdle noted that, thus far, the library has had to spend money on soil borings and legal fees as well as current and future services from Quinn Evans Associates. She requested that \$30,000 be moved from the Fund Balance to line item 801.000 (Professional Services and Planning Fees) to cover current and future expenses. Motion by Bissoon-Dath and second by Coles to move \$30,000 from the Fund Balance into 801.000 Professional Services. Roll Call: Bissoon-Dath - aye, Chuck - aye, Coles - aye, Deeds - aye, Gehrlein - aye. The motion passed unanimously.

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

12. Trustee Comments:

Trustee Gehrlein thanked Pam Quackenbush for her presentation, and commented that he is glad to know more about the seed library. Trustee Bissoon-Dath thanked Pam for her presentation, and said he didn't realize that there was no water spigot in the back of the building to water the garden. He also thanked Director Teasdle for keeping track of everything.

Trustee Deeds thanked Pam for her presentation and mentioned that Cheri Sexton from Pearson Elementary School is very appreciative for the books LTPL donated to the school library. She thanked Director Teasdle and Meg Bruce for attending the millage seminars. She thanked Youth Librarian Jocelyn Levin and her assistant Staci Kokenakes for their great programs and congratulated them on the high number of people that read the Youth Services Newsletter.

Trustee Coles thanked Pam for her presentation and remarked that he enjoys all of the annual reports from the professional staff. He also thanked Director Teasdle for all she does and said he is cautiously optimistic about the new library planning process.

Trustee Chuck thanked Pam for her presentation and said she appreciates everyone on staff for the great job they do.

13. Adjourn Meeting: Motion by Coles and second by Gehrlein to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:53 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary