

Lyon Township Library Board Minutes
May 31, 2022

1. **Call to Order** at 7:01 p.m. by Library Board President Cheryl Chuck
2. **Roll Call:**
Joshua Bissoon-Dath, Cheryl Chuck, Ed Coles, and Sherri Rogge were present. Amy Deeds and Don Gehrlein were excused. Library Director Holly Teasdle, Recording Secretary Pam Quackenbush, Ann Dilcher from QEA, and Genealogist Cathy Cottone also attended.
3. **Approval of the Consent Agenda:** Amended March minutes were included in the Consent Agenda. Motion by Coles and second by Rogge to approve the Consent Agenda. The motion passed unanimously.
4. **Approval of the Agenda:** Motion by Bissoon-Dath and second by Rogge to approve the agenda. The motion passed unanimously.
5. **Announcements and Communications:** Director Teasdle announced the need for volunteers to man the library tent at Kite Festival on Saturday, June 4.
6. **Call to the Public:** none
7. **Director Update:**

Staffing

As most of you know, we have had Influenza A and COVID spread through the staff. We also had a couple of approved vacations, and a few family emergencies into the mix, leaving us short staffed many days. This has pretty much left staff doing the basics for the past month. I am happy to report that as of today, all but one staff member is back to work. Surprisingly, we never had to close the library for lack of staff – unlike many of our neighboring libraries who have had to close for 2-4 days due to so many staff being out sick.

Community Reads

Our 12th annual Neighborhood Library Association Community Read was *The Firekeeper's Daughter* by Angeline Boulley. The author event on Monday, May 9 @ 7:00 pm at Novi Public Library was a great success, with over 300 participants in person and online for the livestream. At LTPL we had a total of almost 100 check outs for our print and digital copies of the book, and had 11 attendees for the book club and 51 attendees for Anishinaabe 101 on April 27. All in all, it was a successful Community Reads! For 2023, NLA is planning on shifting our Community Reads event to spring again, as

it was easier to schedule than in the fall.

MLA: Think Space Director's Retreat

On May 18-19 I participated in the 3rd installment of the 2021-2022 Think Space, hosted by MLA. Designed to meet the unique professional development needs of Michigan library directors, Think Space showcases innovations in key areas of library management, leadership, and technology via compelling and cutting edge sessions presented by well-respected experts. Each year, the cohort will focus on one specific topic of importance to Michigan library directors and explore the subject in-depth. This year, it was equity, diversity, and accessibility. We worked on how EDI affects hiring practices; racial equity-based approaches to our employees and communities; social consciousness in the library, and how it affects paradigm shifts in policy, programs and services. For me, it was a great opportunity to talk about difficult subjects with my colleagues, and to hear from experts in our own field on how to take on this journey as a professional and as a library director, and how we can affect positive change for patrons. I look forward to discussing more of this work with the board in the future. I know we have a lot on our plate with the new library planning, but I believe that there are some beginning steps towards equity practices and accessibility for our patrons that we can make now, and to make sure that some of these ideas are present and we strategically plan for the library's future.

Survey results – Part I

In your board packets you will see results from our Adult Services, Digital Resources, Facilities, Technology, and Youth and Teen Services Surveys that we conducted from October 2021 –March 2022. Over six months, we reached out to our patrons and community to request they answer these surveys which were available on our website as well as print versions available in the library. We promoted the surveys in our e-newsletters, social media platforms (Facebook, Twitter, Instagram), the Township e-newsletter, *Lyon Today*, and placed advertisements in the *Lyon Buyer's Guide*. We received, in total, 782 survey responses, with the majority being for our Facilities Survey (381). Some high lights from the surveys:

Adult Services: The majority of respondents have, and are interested in attending book sales, electronic recycling and Mobile Secretary of State events. There are our community services events, and not direct library programming. I think this proves the importance of our providing these services to our residents. The most popular programs from respondents were history and genealogy topics, cooking demos, crafts, and author visits. By and large, patrons check out books in comparison to any other items offered in the library.

Digital Resources: The most popular digital service by a large margin is OverDrive (Libby app), followed by Hoopla and Kanopy and Consumer Reports. The most used resources are ebooks and

audiobooks (from OverDrive and Hoopla). The majority of our patrons were also able to readily find what they wanted from our digital resources, and did not often encounter issues with the services. In the future, our patrons definitely would like us to invest more into audio and e-books for digital resources.

Facilities: The majority of respondents dislike the condition of the building, the aesthetic of the library, and the entrance. The overwhelming majority dislike the available space we have in the library and the lack of seating. The biggest inconveniences are the lack of space, turning in and out of our driveway, collection size and the furniture. The majority of respondents would change the available space, appearance, seating and the size of the children's area. 84% of respondents think we need a new library facility.

Technology: The majority of our respondents do not use our library computers or rely upon our wireless internet. The majority of respondents do not use our one on one tech appointments or hotspots. Respondents do use our curbside pick-up, and would like to see self-checkout and home delivery in our future. The other highly requested tech items were a laminator, VHS to digital convertor, and photo scanner.

Youth & Teen Services: The most checked out resource at the library for children and teens was by and large books, with the next most used resource DVDs, and then Discovery kits. Take and Make kits are in high demand, and most of our respondent's children participated in Summer Reading Program. Hoopla was the digital resource most used by children.

I encourage you to read through the details of the survey responses. We will use the responses to help guide our future programming choices, collection selection, services offered and ideas for our new library. Next month, we will review comments from the surveys.

Meetings, Workshops & Conferences

April 26: LTPL Board meeting

April 27: TLN Webinar: Misinformation & Your Library

April 28: TLN Shared Automation meeting

April 29: Library of Michigan: Library Law Spotlight: Financial Policies

May 2: Library-Park Subcommittee meeting

May 9: Community Reads Event

May 10: LTPL Book Club

May 11: The Art of Giving Great Service webinar

May 18-19: Michigan Library Association: Think Space Library Director's Retreat – Boyne Mountain

May 22: LTPL Friend's Book Sale tear down

8. Unfinished Business

a. LTPL New Library Planning:

- i. **Quinn Evans Architects Presentation by Ann Dilcher:**
Ms. Dilcher presented the board with a preliminary concept floor plan for the library and concept site plan for the 11 Mile and Milford Road location. This plan was based on input from prior meetings with the director and the Library/Township Subcommittee. The library plan is for a 19,000 square foot building situated on the area agreed to by the township representatives. The proposed library facility includes amenities that are responsive to community input through several surveys, including a large youth area with program space, a separate teen area, program space, increased genealogy space, private study rooms, drive-up pick-up and returns, more parking, a Friends of the Library book sale area, larger restrooms and more of them. The larger program room will have an open kitchen suitable for offering cooking and preserving programs. The plan also includes an area for future expansion and an outdoor reading area, with a playground area close to the library. An entrance to the library from Milford Road is looking more like a possibility, which will result in significant cost savings over an entrance from Eleven Mile Road.
Ms. Dilcher also provided a Summary of Conceptual Project Costs prepared by Civil Engineering Solutions, Inc.
- ii. **Park Planning Sub-Committee Update:** The sub-committee will be meeting on Monday, June 6, and discussion will include planning for a public meeting and workshop that will include both the Township Board and the Library Board. No voting will take place during this workshop, but the meeting will have to take place before the next regular meetings of both the Library Board and the Township Board. Both boards will need to discuss questions and concerns with the plan prior to voting on whether to approve the plan.

9. New Business

- a. **2021 Genealogy Annual Report from Cathy Cottone, Genealogist:** Cathy outlined the various services offered by the Genealogy Department in 2021, which included subscription databases, programs, books and periodicals, technology, and one-on-one help. In 2021, all programs were virtual and were

attended by a total of 328 patrons. The offerings included historical programs, DNA research, help with finding and understanding foreign documents, and tutorials on using databases, apps, and technology. Sharing between patrons during round-table discussions was also beneficial. Programming via Zoom has opened up many more possibilities for presenters that were previously unavailable to our library. Our library is a Family History Center Affiliate, which means our patrons have more access to information via databases and microfilms than are available in most libraries in the area. Moving forward, Cathy's plans for improving genealogy services include an expanded media center and continuing to digitize the collection.

Motion by Rogge and second by Coles to accept the 2021 Genealogy Annual Report as presented. The motion passed unanimously.

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

11. **Trustee Comments:**
Trustee Rogge thanked Cathy for her presentation, and commented about the volume of information in the surveys, and that she is always amazed at how many people just don't realize how much the library has to offer by way of e-books and other services.
Trustee Bissoon-Dath thanked Cathy and commented that he always looks forward to the Genealogy presentation.
Trustee Coles also thanked Cathy. He also stated that the next few months will be tough, and that there will be lots of demands on the board to get it all done.
Trustee Chuck agreed with Coles and said the board has to make it happen. She commented that the staff always steps up to the challenges before them and that says a lot about their leadership. She also mentioned that the Director's review had been completed.

12. **Adjourn Meeting:** Motion by Coles and second by Bissoon-Dath to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:55 p.m.

Respectfully Submitted by
Pam Quackenbush
Recording Secretary