

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
December 13, 2023
2009 Township Drive
Commerce Township, Michigan 48390**

CALL TO ORDER Barbara Garbutt, Chairperson, called the meeting to order at 7:00 pm.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
Vanessa Magner, Township Board Trustee
Barry Hiscox
Shane Lakner
Donald Petersen

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Pernick, to approve the December 13, 2023, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of October 24, 2023, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: CORRESPONDENCE

None

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending November 30, 2023 (77% of the budget was used so far this year).

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert –

December events at the library include holiday movie trivia, an evening of jazz with the RJ Spangler Quintet featuring James O'Donnell, and our first Peanuts Holiday Winter Festival. Commerce Township Community Library's upcoming events for youth, teens

ITEM 6: ADMINISTRATIVE REPORTS (Director's Report continued)

and adults are available on the Library's event calendar at <https://commercelibrary.evanced.info/signup>

Welcome back to library page Nicole Kaplan! We are thrilled to have Nicole, former library employee and Commerce Township resident, back on our roster of staff members.

Imagination Library continues to be popular with the young families of Commerce Township: thank you for your continued support of this initiative. 893 Commerce Township children under the age of five are currently enrolled in the program, an increase of 212 children over this time last year. 290 children have turned five and graduated from the program.

CTCL's librarians are once again hosting Read to Feed, a winter reading program where, instead of earning prizes, the participants earn food for the hungry who live in our community. Track your hours read from Thanksgiving through January 1, 2024 and help earn food for our hungry neighbors through donations. For every 100 hours read collectively, the Friends of the Commerce Township Community Library, in partnership with generous individual donors, will donate a pound of food – up to 1,250 pounds of food. The Friends and the individual donor will split their donations evenly between Open Door Outreach Center and Hospitality House Food Pantry.

Thanks to Mark Schoder and the maintenance department for getting the library's White Pine Room painted. After nearly seven years and hundreds of public events, it was in need of a fresh coat of paint!

The furniture that was approved by the Township Board was ordered. (See Trustee Magner's report under **TOWNSHIP BOARD REMARKS.**)

The Friends of the Library are hosting a jig saw puzzle sale this Friday and Saturday from noon – 4:00 pm.

The Friends of Library purchased sweatshirts and t-shirts for the library staff for the holidays.

b. Program Statistics

c. Library Statistics

Memo from Trista Reno, Head of Information Services:

Throughout October, our librarians made impactful connections with over 4,000 community members through various programs, outreach initiatives, and Storytimes. These events not only provided enjoyable experiences for our patrons, but also

ITEM 6: ADMINISTRATIVE REPORTS (Program/Library Statistics continued)

strengthened our library's connection with the community.

I would like to share a brief recap of two highly successful October events that showcased the creativity and collaborative spirit of our library staff.

- No Carve Pumpkin Decorating Contest:
 - Ashley Moran, Anjel Lyman, and Alexis Shirk collaborated on an interdepartmental No Carve Pumpkin Decorating contest. Patrons had over a week to pick up their pumpkins, decorate them at home, and return them before the voting period. During the last two weeks of October, our community had the opportunity to admire 51 creatively decorated pumpkins. The contest featured three categories—adult, teen, and youth—resulting in a total of 286 votes cast.

This event not only engaged our patrons but also highlighted the dedication of our staff to creating interactive and enjoyable experiences for the community.

- Trail-or-Treat Event with Parks & Recreation Department:
 - In collaboration with the Parks & Recreation Department, the library hosted a Trail-or-Treat event at Dodge Park. The walking path was transformed into a festive trail where patrons could trick-or-treat at multiple candy stations set up by local businesses, the library, and Parks & Rec. The event attracted an impressive turnout, with over 1500 people participating. Anjel Lyman, Marissa Boisclair, and Lauren Aquilina helped contribute to the success of this event, reinforcing the library's role as a hub for community engagement.

Library Director Lobert reviewed the October and November 2023 Program Statistics and the October 2023 Library statistics with Board members.

ITEM 7: OLD BUSINESS

a. Strategic Planning Update

A Strategic Planning Meeting will be held on April 30, 2024.

ITEM 8: NEW BUSINESS

a. Discussion: Library Fines and Fees

Library Director Lobert said a resident was very upset because her library card was blocked due to unpaid late fines. She said Commerce Township charges higher late fees than West Bloomfield Library does. West Bloomfield Library is contemplating not charging late fines in the future. She asked the Board if they want to continue charging late fees.

Pernick is opposed to doing away with the late fines. Late fines are a small portion of our budget but were talking about taxpayers' money now and every dime counts. There are rules and it is important that the rules need to be followed. There must be some type of consequence for not following rules. The fines levied are minor and no one is

ITEM 8: NEW BUSINESS (Discussion: Library Fines and Fees continued)

prevented from using the library, although they cannot check out Library items if their card is blocked due to unpaid fines.

Peterson does not want to see any child penalized where they cannot check out a book/items just because the parent failed to follow the rules. By eliminated fines are we going to increase the usage of the Library or will fines keep people away from the Library.

Director Lobert will see if the Consortium Director from Library Network will attend one of our LAB meetings.

ITEM 9: TOWNSHIP BOARD REMARKS

Vanessa Magner, Township Board Trustee, reported on the following:

- Bruce Aiken, Developer of Fifth & Main, gave a quarterly update. 75% of retail space is spoken for allowing for financial banking to move forward.
- The 2024 Township Budget was approved.
- Additional shelving for the library's Youth Room, upgraded tables for the Robin Room and study pods to be installed in the Adult Department were approved.
- 2024 Boards and commissions wages will be \$100 per meeting.
- Tri-party money was proposed to repave Welch Road. Supervisor Gray will contact the Road Commission for Oakland County to see if they will repave Welch Road without using Tri-Party money so we can focus on other needed road repairs
- Boards and Commissions meeting schedules were approved.
- The Township will subscribe to KnowBe4, a training and security platform that would allow the IT and HR Departments to administer compliance training for all Township employees.
- AFSCME contract was approved
- Approved the language for the Open Space Millage to be placed on the August 2024 ballot.
- Improvements to the Horse farm were approved. Run a water line from the barn to the pastures and install a drinking post for the horses, replace damaged clear roof panels on the barn, and apply coating to seal the barn roof.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

None

*Charter Township of Commerce Library
Advisory Board Meeting
December 13, 2023
Page 5 of 6*

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 7:51 p.m.

MOTION CARRIED UNANIMOUSLY

*Charter Township of Commerce Library
Advisory Board Meeting
December 13, 2023
Page 6 of 6*

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, January 24, 2024, at the Commerce Township Community Library.