

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
June 28, 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  
Betsy LaFond, Secretary  
Vanessa Magner, Township Board Trustee  
Barry Hiscox  
Shane Lakner  
Donald Petersen

Absent: Jason Pernick, Vice Chairperson (excused)

Also Present: Alyson Lobert, Library Director

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Garbutt, supported by Lakner, to approve the June 28, 2023, Library Advisory Board Meeting Agenda with the addition of **ITEM 8: NEW BUSINESS**  
***d. Fred Gets Dressed by Peter Brown.*** **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 May 24, 2023, as submitted.  
**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

*Comment cards received:*

June 3, 2023 – Someone asked for recycling bins for paper, etc.

June 13, 2023 – From Deb Clelland commending Ashley and Marissa for extending their kindness to the children and adults during their programs.

June 16, 2023 – From Dale Uranis commending the library staff and Trista for their assistance, when needed.

June 1, 2023 – From Laura Humann commending the youth programming.

**ITEM 4: CORRESPONDENCE (continued)**

May 25, 2023 – From Rashall Kellerman commending the programs at the library.

**ITEM 5: FINANCIAL REPORT**

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending May 31, 2023 (32% of the budget was used so far this year).

**ITEM 6: ADMINISTRATIVE REPORTS**

**a. Director's Report**

Library Director Lobert –

It is summer reading season at the Commerce Township Community Library! We have had quite the start to this busy time of year. As of Monday, June 19, we have 988 people registered for our Summer Reading Challenge. That is 200 people more than this time last year. Kudos to our librarians for such a strong start!

Summer reading kicked off at the Library on Saturday, June 10. In addition to our annual summer reading kickoff event, program highlights include: two youth science programs presented by the Sloan Museum of Discovery, pianist Matthew Ball playing from the classic American songbook, painting for elementary-aged kids and a youth STEAM program featuring rocket building. Commerce Township Community Library's upcoming events for youth, teens and adults are available on the Library's event calendar at: <https://commercelibrary.evanced.info/signup>

I am sad to share that Kit Lidster has resigned from her role as a library page. We will not repost the vacant position until after the summer, as our two high school student library pages, Caroline and Rainah, have increased availability during the summer months.

Nicole Kapan also resigned from her role at the library.

The library's new book bike (named "Barb" after the person who donated money to The Friends of the Library to go towards the book bike), donated by the Friends of the Commerce Township Community Library, was delivered on Friday, June 9. Our youth librarians are excited to begin using the bike for outreach visits at Scarlet's Playground and other locations within Commerce Township.

The library's parking lot will be getting a makeover next week. The tentative schedule is as follows: on Wednesday and Thursday, the south patron lot will be seal coated. On Friday and Saturday, staff parking and the north patron lot will have its seal coating. Sunday, July 2, after the library closes for the evening, the drive into the library/north Dodge Park will get its seal coating. Thank you to the maintenance department for coordinating this project.

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

Michigan House and Senate gave final approval to a fast-tracked package of bills that implement Proposal 2. Proposal 2's biggest change, implemented by [Senate Bill 367](#), is a nine-day early in-person voting period ending the Sunday before Election Day. She is coordinating this with the Township Clerk because the early voting site will be held at the Township Library.

**b. Program Statistics**

**c. Library Statistics**

Library Director Lobert reviewed the May 2023 Program statistics and the April and May 2023 Library statistics with Board members.

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. July LAB Meeting**

Library Director Lobert recommends canceling the July 26, 2023, LAB meeting because she will be unable to attend. It was the consensus of the Board to cancel the meeting and schedule it at a date to be determined if there are agenda items.

**b. Strategic Plan RFP**

Library Director Lobert advised the Board that the RFP for a strategic planning consultant has been issued. Responses to the RFP are due on July 10. If any LAB member is interested in reading the responses and providing me with their input, please let me know and I will get you copies of all the proposals.

**c. 2024 Budget: Staffing Discussion**

In preparation for work on the 2024 budget, Library Director Lobert discussed librarian staffing and pay rates.

Librarian staffing: I ask that the Library Advisory Board consider recommending adding a management position that focuses on managing the library's programming. In 2022, CTCL held over 650 programs. I believe that the library would benefit from designating a Program Coordinator to help facilitate the library's programming.

When the Head of Youth/Teen Services and the Head of Adult Services positions were combined in 2020, the newly created Head of Information Services took over the management of the professional library staff and management of library programs, among many other responsibilities. I believe that the staff and our patrons would benefit from offloading that responsibility from the Head of Information Services and designating it to the Program/Coordinator. The Program Coordinator would assist in developing the programming skills of our librarians and ensure that Commerce Township

**ITEM 8: NEW BUSINESS (continued)**

Community Library continues to offer a large quantity of high-level programming for patrons of all ages.

I envision that the Program Coordinator position would replace the Youth Services and Outreach Librarian position. While the Youth Services and Outreach Librarian position rate is slightly higher than that of other librarians, I believe that would be wise to consider increasing the salary beyond that rate so that it is commensurate to the responsibility of the position.

I have included an early draft of the job description for your review.

Librarians pay rate: With the exception of the Youth Services and Outreach Librarian position referenced above, all CTCL's librarians make the same salary. During my tenure, the Township Board has approved a 3% increase annually,

Librarian:	2020 (\$49,466.00)
	2021 (\$50,949.98)
	2022 (\$52,478.48)
	2023 (\$54,052.83)
	2024 @ 3% (\$55,674.41)

Youth/Outreach Librarian	2020 (\$51,466.00)
	2021 (\$53,009.98)
	2022 (\$54,600.28)
	2023 (\$56,238.29)
	2024 @ 3% (\$57,925.44)

I ask that the Library Advisory Board consider recommending budgeting for second tier of librarian salaries. The current salary rate (\$54,052 in 2023) would be designated as Librarian I, while an increased salary would be designated for Librarian II. Promotion from Librarian I to Librarian II would be based on an individual's performance, not on length of tenure.

Earlier this year, CTCL lost a very talented librarian because he was able to secure a comparable position at another library with a wider salary range (\$51,300 - \$62,800). The majority of CTCL's librarians are early in their career and, without a change to incentivize them to continue on our staff, I suspect that we will continue to lose librarians to higher paying jobs after they have gained 4-5 years of experience.

After discussion, Library Director Lobert will discuss additional options for librarian salaries with Supervisor Gray and report back to the LAB Board.

**ITEM 8: NEW BUSINESS (continued)**

**d. *Fred Gets Dressed* by Peter Brown**

Library Director Lobert received a written request to consider exclusion of the book *Fred Gets Dressed* by Peter Brown in the library's collection. She directed her to the library's policy. She will ask librarians to read the book, look at reviews and produce justification whether the book should be removed from the library's collection. She will then provide a response, in letter form, to the person that made the request.

Chairperson Garbutt handed out, to Board members, a copy of an article written by Jodi Picoult, bestselling author of several novels, on her novel "Nineteen Minutes" and books that are banned from libraries and schools.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Trustee Magner –

- Approved a Resolution recognizing and commending the Friends of the Commerce Township Community Library for their 17 years of outstanding community service and contributions.
- Approved a Resolution recognizing and commending Janet Bushey for her 27 years of dedicated services to The Charter Township of Commerce, and congratulated her on her retirement.
- Discussion on GM's request to place electrical charging stations in the Township at no cost to the Township.
- Fireworks Permits were approved for Edgewood, Long Lake, North Commerce Lake, and Lake Sherwood
- Approved Offers to Purchase for three (3) parcels owned by the Township.
- The Charter Township of Commerce Richardson Community Center Policy was modified to increase the deposit to \$500 if the renter provides their own alcohol during an event they are hosting and a \$300 deposit if no alcohol is provided. There will no longer be a specific caterer that was approved by the Township that a renter must use.

**ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**ITEM 12: OTHER MATTERS**

None

**ITEM 12: ADJOURNMENT**

**MOTION** by Magner, supported by Lakner, to adjourn the meeting at 8:08 p.m.

**MOTION CARRIED UNANIMOUSLY**

*Charter Township of Commerce Library  
Advisory Board Meeting  
June 28, 2023  
Page 6 of 6*

---

Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, July 26, 2023, was cancelled.**