

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
December 14, 2022
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
Vanessa Magner, Township Board Trustee
Shane Lakner
Donald Petersen

Absent: Barry Hiscox (excused)
Betsy LaFond, Secretary (excused)

Also Present: Alyson Lobert, Library Director

The Library Advisory Board members send their sincere condolences to Betsy LaFond, Secretary, on the recent passing of her husband.

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Pernick, to approve the December 14, 2022 Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Lakner, supported by Magner, to approve the Library Advisory Board Meeting Minutes of September 28, 2022, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

Memos were received from:

Chris Dawson said he was happy that he was able to rent a newly released video game.

An anonymous person asked to have a little stool placed in the bathroom for little boys that cannot reach the toilet.

ITEM 4: CORRESPONDENCE (continued)

Bob and Michelle Butzin said the library needs a coffee shop or coffee vending machine.

An anonymous person asked if anything can be done to improve the library's WiFi.

Annette Gerus thanked Steve Mcgladdery for helping her with an email problem she was having.

An anonymous person suggested the library have more books on medical science and less books on witchcraft.

An email was received from Sharon Venia stating she enjoyed the hand bell choir program that was held at the library.

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending November 30, 2022, (75.46% of the budget was spent so far this year).

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert –

We are enjoying celebrating the holiday season at the Library. The Friends of the Commerce Township Community Library have trimmed the tree in the lobby and we are hosting festive programming too. From Snowballs and Snow Globes for teens, to a gingerbread house decorating program for kids to the Bellissima Handbell Choir concert for all ages: there is a lot of fun to be had at the Commerce Township Community Library this last month of the year.

As I am sure you all remember: when preparing the Library's 2022 holiday closure schedule for the Library, the Library Advisory Board requested that the Library remain open on the Sunday of holiday weekends. This was a change from how the Library traditionally scheduled closures on holiday weekends. In 2022, the Sundays before Memorial Day, Independence Day and Labor Day brought in an average of 137 patrons per day. You will see on the 2023 holiday closing schedule (which will be voted on by the Township Board of Trustees at their December 13, 2022 meeting) that the Library will again remain open on the Sundays of Memorial Day and Labor Day weekend again in 2023. I hope to use the door count figures and patron feedback during strategic planning to determine how to best handle holiday weekend closures in the future.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

We are keeping the maintenance department very busy with projects, including the installation of our StoryWalk. The StoryWalk debuted during our Trick or Treat with Trucks Halloween event and, in mid-November, was updated with its second story. The StoryWalk project was first envisioned by Library staff years before I started in my position; I am so grateful to everyone who helped finally bring this project to fruition. We are excited for the opportunity to continue to bring Imagination Library to the youngsters of Commerce Township in 2023. Imagination Library registration update: 661 Commerce Township children under the age of five are currently enrolled in the program, an increase of 2 children over last month. 135 children have turned five and graduated from the program. Additional attrition can be attributed to families moving out of Commerce Township.

There is a new feature in the youth department: iPads! Three new iPads are securely attached to the computer carrels and are taking the place of an AWE Early Literacy Station that had reached end-of-life. Our librarians selected age-appropriate learning games and apps to be loaded on the iPads; Director of Technology Ben Sebrowski handled the iPad management and set-up that allowed us to lock down the iPads so that they are not able to connect to a web browser, receive email or messages or be utilized for functions other than the selected youth games. Thank you to all who assisted with bringing the educational iPads to our youngest patrons.

After a six-month wait, our slatboard new book display has finally arrived! The panels are being installed as I write this; I expect that I will have an update on how staff and patrons like the new display by the time that we meet on Wednesday evening.

Once we relocate the new fiction to the slatboard wall, we will consolidate the new books to two of the three existing new book shelves and have the maintenance department relocate the third so that the Friends of the Commerce Township Community Library can use it for their ongoing book sale. In the new year, I will get a quote from our sign vendor for the necessary signage to complete this project.

Holiday closings | 2023

New Year's Day	Sunday, January 1, 2023
New Year's Day observed	Monday, January 2, 2023
Martin Luther King Day	Monday, January 16, 2023
Presidents' Day	Monday, February 20, 2023
Easter Sunday	Sunday, April 9, 2023
Memorial Day	Monday, May 29, 2023
Independence Day	Tuesday, July 4, 2023
Labor Day	Monday, September 4, 2023
Veterans Day observed	Friday, November 10, 2023
Thanksgiving day before	Wednesday November 22, 2023 5 p.m. close
Thanksgiving	Thursday, November 23, 2023

ITEM 6: ADMINISTRATIVE REPORTS (Holiday Closings 2023 continued)

Thanksgiving Friday	Friday, November 24, 2023
Christmas Eve	Sunday, December 24, 2023
Christmas	Monday, December 25, 2023
Christmas Eve observed	Tuesday, December 26, 2023
New Year's Eve	Sunday, December 31, 2023
New Year's Day	Monday, January 1, 2024
New Year's Eve observed	Tuesday, January 2, 2024

The following days are not paid staff holidays: Easter Sunday, Wednesday evening before Thanksgiving, Christmas Eve and New Year's Eve. The Library will be closed and no employees scheduled to work.

b. Program Statistics

c. Library Statistics

Library Director Lobert reviewed the September and October 2022 library program and statistics with Board members.

ITEM 7: OLD BUSINESS

None

ITEM 8: NEW BUSINESS

a. Proposed LAB Bylaws Amendment

Library Director Lobert advised the Board that Katherine Tomaski, Township Attorney, recommends the LAB Bylaws be amended and updated in the same fashion to match the language approved by the Township Board in its Resolution that updated its remote electronic participation procedures.

(see ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES)

b. Local Author Policy Draft

Library Director Lobert presented a draft of the Local Author Policy to the Board for their review and input. This policy is to guide local authors in their efforts to have their works selected for the Library's collection.

Magner questioned if this requires a policy or can this be dealt with inhouse by the Library Director.

Pernick asked Director Lobert if she feels a policy is needed. Director Lobert answered she would like to have something in writing, whether it be a policy or a guideline.

MOTION by Magner, supported by Pernick, to approve the Commerce Township Community Library Local Author Policy/Guideline, as presented. The Library Director

ITEM 8: NEW BUSINESS Local Author Policy Draft Motion continued)

shall discuss with the Township Supervisor what steps, if any, need to be taken next.

MOTION CARRIED UNANIMOUSLY

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner reported on the following:

- The 2023 Township Budget was approved.
- Horse Farm (Windmill Farms) – Channel 7 and several supporters of Windmill Farms were in attendance at the December 13, 2022 meeting. The Township will place a RFP for a concessionaire agreement for the horse farm.
- Emily England, Senior/Parks and Recreation Director, will apply for a Spark grant for park improvements at Victory Park, Bicentennial Park, and the Ralph C. Richardson Park.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Lakner, supported by Pernick, to recommend The Township Board of Trustees approve The Charter Township of Commerce Oakland County, Michigan Library Advisory Board Bylaws.

MOTION CARRIED UNANIMOUSLY

ITEM 11: OTHER MATTERS

Pernick drove by Fire Station #3 on September 11th and was very impressed with the Fire Department flying a large flag from the Fire Department's ladder truck.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Garbutt, to adjourn the meeting at 7:56 p.m.

MOTION CARRIED UNANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, January 25, 2023.