

Final
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
August 25, 2021
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

Absent: Judy Sternberg

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner supported by LaFond, to approve the August 25, 2021 Library Board 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 July 28, 2021, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

A form was placed in the library's comment box from JoDene Russell thanking Bill Wines for helping her organize and print her resume.

ITEM 5: FINANCIAL REPORT

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending July 31, 2021.

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert said she is thrilled to share that Steve McGladdery has accepted the full-time adult services librarian position that was left vacant with Cherie Edmonds's recent departure. Steve will transition to his new role as of Tuesday, September 7, 2021. With Steve's move to full time employment, we are now accepting applications for a part-time adult services librarian. Jenny Briscoe, who has worked as a Page at Commerce Township Community Library for six years, resigned from her position as of August 19, 2021: we wish her the best in her new adventures. Commerce Township resident Roberta Hoffman has been hired to replace Jenny. Welcome, Roberta! Jillian Gold also left her position as a Page last week. She is a high school student who needs the time to concentrate on school. There are other Pages that will be requesting time off this fall. We anticipate that we may have additional page positions to fill in the near future: keeping the Page positions fully-staffed is becoming increasingly difficult.

We are nearly at the end of our Summer Reading Program. We have 123 adults registered, 77 in the baby/toddler group, 80 teens and 358 children. While it will take us some time to rebuild our summer reading numbers to what they were pre-pandemic, this is a great improvement over 2020.

The Friends of the Library's book room is bursting at the seams! As a result, they have discontinued accepting donations until after their fall book sale. The Friends plan to hold their fall books sale October 6-11, 2021 in the White Pine Room.

Our outdoor yoga classes continue to be a popular summer fixture: we have added September classes to our program schedule and expect to transition the yoga classes indoor as we move into cooler months. We will miss the fresh air but not the bugs! Yoga for Kids is offered 6-6:30 pm and Adult Yoga Flow takes place 6:45-7:45 pm every-other Tuesday evening.

Commerce Township Community Library received a small grant from the Michigan Community Service Commission to host a 9/11 National Day of Service volunteer project. Community members can sign up to volunteers to collect and sort food for Hospitality House at the library on Saturday, September 11, 2021 from 11:00 am - 1:00 pm. Members of the community are encouraged to drop off donations during that time.

The library was closed on August 11, 25 and 26 due to no power from the storms coming through the area. I will add the purchase of a generator to the 2022 Library Budget.

Trustee Magner asked how the digital tablet station is working out. Library Director Lobert said the station is being used, although she will move it to a more noticeable location.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

b. Program Statistics

c. Library Statistics

Library Director Lobert reviewed the July 2021 program and library statistics with the Board.

ITEM 7: OLD BUSINESS

a. LAB Bylaws

Jason Pernick reviewed the Bylaws and offered his opinion. He is not sure if the Library Advisory Board has the authority to draft this on their own because the Township Board of Trustees must approve it.

MOTION by Lakner, supported by Pernick, to Adopt the Resolution of the Charter Township of Commerce Library Advisory Board Bylaws for its Members and recommend approval by the Township Board of Trustees.

MOTION APPROVED UNANIMOUSLY

b. New Book Display

Library Director Lobert said the current new book section is often crowded and impedes traffic to the back of the library. We contacted Library Design Associates and DEMCO for suggestions on how to best display new books in our existing space. This very empty wall, located on the wall between the youth and teen rooms, provides an opportunity to improve our new book display.

Library Director Lobert submitted two bid proposals for the Board's review. One from Library Design Associates, Inc. and the other from Demco. The proposal from Demco did not include prices for the shelves that would be attached to the slatwall panel or for the sign above the panel. Secretary LaFond said Highland Library has a unit like the one Demco proposed. Library Director Lobert will contact Demco to request a quote for the shelves and she will contact the Highland Library Director and ask her what they think of the slatwall panel shelving unit and report back to the Board with her findings.

MOTION by Magner, supported by LaFond, to Table New Book Display.

MOTION APPROVED UNANIMOUSLY

ITEM 8: NEW BUSINESS

a. 2022 Holiday Calendar

b. 2022 LAB Meeting Calendar

The Motions for the above a. and b. were moved to **ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

ITEM 8: NEW BUSINESS (continued)

c. Judy Sternberg

Supervisor Gray sent a letter to Judy Sternberg thanking her for her years of service to the Charter Township of Commerce and advising her that her term as a Library Advisory Board member will end as of August 25, 2021 due to lack of attendance at the meetings.

d. Display Policy

Library Director Lobert reviewed the Commerce Township Community Library Display Policy with Board members.

Pernick would like additional time to review the policy.

MOTION by Pernick, supported by Lakner, to Table Display Policy.

MOTION APPROVED UNANIMOUSLY

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner –

- The splash pad will not be built at Scarlet’s Playground in Dodge Park.
- The Township Property Management and Strategy Sub-Committee completed their review of Township owned property. They recommended 10 parcels in the Township be sold. The Township Board removed the parcel behind the hospital and will keep it as green space.
- Outrun Hunger was approved to use the Township Hall for a fundraiser event on November 12, 2021 and November 13, 2021.
- The Agreement to Terminate Mill Race Office Park Condominium Oakland County Condominium was approved.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Lakner, supported by Pernick, to approve and recommend the Township Board of Trustees approve the Commerce Township Community Library Holiday Closings for 2022 with the removal of July 2 and 3, May 29 and September 4, 2022 from the Calendar.

MOTION APPROVED UNANIMOUSLY

MOTION by Magner, supported by Lakner, to approve and recommend the Township Board of Trustees approve The Charter Township of Commerce Library Advisory Board Regular Meeting Schedule January 1, 2022 Through December 31, 2022.

MOTION APPROVED UNANIMOUSLY

ITEM 11: OTHER MATTERS

Chairperson Garbutt said the land is now being prepped for a parking lot for Wise Woods.

ITEM 12: ADJOURNMENT

MOTION by Lakner supported by LaFond, to adjourn the meeting at 8:09 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, September 22, 2021.