

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
July 27, 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
Betsy LaFond, Secretary
Vanessa Magner, Township Board Trustee
Barry Hiscox
Donald Petersen

Absent: Shane Lakner (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Hiscox, supported by LaFond, to approve the July 27, 2022 Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Pernick, to approve the Library Advisory Board Meeting Minutes of June 22, 2022, with a correction to page 4 Item 9 Township Board Remarks, change "Peterson" to "Petersen". **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

A card was submitted from Diana Higuchi, 5360 Barkley, Commerce Township, Michigan praising the wonderful work of Librarian Shelby in regards to the Maker Space Program.

A card was submitted from Bill Mastali, 1906 Medler, Commerce Township, Michigan stating he loves the audio books that are purchased by the library.

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending June 30, 2022, (49.59% of the budget was spent so far this year).

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert -

After two summers of disruption, Commerce Township Community Library's annual Summer Reading Program is back in a big way. Over 1,100 babies, youth, teens and adults are registered to participate in Summer Reading, many of whom are also joining in on the Library's wide array of special summer programs and events. The Summer Reading Program runs through August 13, 2022.

	Summer Reading Program Registration			
	2022	2019	2018	2017
Adult	296	299	149	
Baby	148	215	98	74
Youth	540	658	535	515
Teen	154	196	150	156
TOTAL	1138	1368	932	745

Part-time adult services librarian Latonia Phillips has resigned from her position. Latonia's last day was Thursday, July 21, 2022. Latonia's next adventure in librarianship will be at the Bloomfield Township Public Library.

While our full-time librarian roster is quite steady, we have experienced consistent turnover in our part-time librarian positions. As I am just beginning to evaluate staffing in preparation for the 2023 budget, I plan to leave this part-time adult services position vacant for at least the next few months while we work through the budgeting process.

Our StoryWalk frames have arrived and our youth librarians are eagerly awaiting the installation. We are excited for this opportunity to promote movement while bringing picture books to Dodge Park. Stay tuned!

Imagination Library registration update: 635 Commerce Township children under the age of five are currently enrolled in the program, an increase of 19 registrations over last month. We projected 366 children would register for Imagination Library in 2022.

Our Twps. Supervisor said we were federally funded for the library kiosk project. We asked for 5 to go into different locations, such as senior centers.

The Youth Department is presently in a Covid isolation due to some employees contracting Covid and the others that were exposed. We lost 25 staff shifts through last Friday.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

b. Program Statistics

c. Library Statistics

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

ITEM 7: OLD BUSINESS

a. Petitioning Policy

Jason Pernick updated the draft of the Petitioning Policy following our discussion at the June 22, 2022 Library Advisory Board Meeting.

Jason explained the changes made in the draft policy.

Chairperson Garbutt thanked Pernick for always volunteering his time by reviewing and making recommendations on proposed library policies/reading matter.

ITEM 8: NEW BUSINESS

a. 2023 Staff Pay Rate Discussion

Janet Bushey, Finance/Human Resources Director for the Charter Township of Commerce, has provided a report of the 2022 pay rate for Commerce Township Community Library's full-time and part-time staff members.

In preparation for work on the 2023 budget, I would like to discuss the pay rate for the circulation clerks. With the recent resignation of one of the library's two part-time librarians, we can also look at the advantages and disadvantages of combining the two part-time positions into one full-time position versus maintaining librarian staffing as it is.

Library 2022 Salaries

Alyson Lobert - Director	\$87,150.00
Youth Librarian	52,478.48
Youth Librarian	52,478.48
Teen Librarian	52,478.48
Teen Librarian	52,478.48
Adult Librarian	52,478.48
Youth/Outreach Librarian	54,600.00
Adult Librarian	52,478.45
Head of Information Services	68,958.58
Adult Librarian	52,478.48
Head of Circulation	61,800.00

ITEM 8: NEW BUSINESS (2023 Staff Pay Rate Discussion continued)

Pages

Page	\$	11.00
Page		11.00
Senior Page		12.00
Page		11.00
Page		11.00
Page		11.00

Circulation

Circulation Clerk	\$	13.89
Circulation Clerk		13.89
Circulation Clerk		13.89
Circulation Clerk		13.89
Circulation Clerk		13.89
Circulation Clerk		13.89
Circulation Clerk		13.89

Part-Time Librarians

Adult Librarian (PT)	\$	22.52
Vacant Adult Librarian (PT)		22.52

Director Lobert will review pay tiers, probationary periods and pay increases with Janet Bushey and report back to the Board with her findings.

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner reported on the following:

- The Township Board approved installing courts at the Richardson Center for the popular sport called Pickleball. Additional parking spaces will also be installed.
- SAD's for snow plowing, aquatic weed control, dust control and street lighting were approved.
- The purchase of 10 new memorial benches for Township parks were approved.
- The purchase of a plow, salter and plow truck for the Maintenance Department was approved.
- Liquor Licenses for Multi Lakes Conservation Rocking Under the Stars event on August 6, 2022 and 80th Year Celebration event on August 27, 2022 were approved.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Pernick, supported by LaFond, to recommend to the Township Board of Trustees approval of the Commerce Township Community Library Petitioning Policy.

MOTION CARRIED UNANIMOUSLY

*Charter Township of Commerce Library
Advisory Board Meeting
July 27, 2022
Page 5 of 6*

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Magner, supported by Pernick, to adjourn the meeting at 8:12 p.m.

MOTION CARRIED UNANIMOUSLY

*Charter Township of Commerce Library
Advisory Board Meeting
July 27, 2022
Page 6 of 6*

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, August 24, 2022.