

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
January 24, 2024
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
Barry Hiscox
Shane Lakner
Donald Petersen

Absent: Vanessa Magner, Township Board Trustee (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Hiscox, supported by Pernick, to approve the January 24, 2024, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Lakner, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of December 13, 2023, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: CORRESPONDENCE

Comment card submitted:

Someone wrote that she takes her grandson to the Music & Movement programs at the library. She applauds the staff at the library because they genuinely care about the patrons and make you feel like you are "family."

ITEM 4: PUBLIC COMMENTS

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending December 31, 2023 (91.47% of the budget was used). There are still some invoices coming in for items purchased in December.

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert –

January events at the library include the kickoff of a few new recurring programs: Outdoor Adventure Club (a youth program where each month will feature a different outdoor activity: the goal is to match screen time with green time!) and a creative writing group for budding authors ages 16+. January also features the return of our popular Tiny Art Show and weekly storytime sessions.

The strategic plan committee has been busy working with Fast Forward Libraries! Our community survey is available at commercetwp.com/survey and will be open until February 5. As of Thursday morning, January 18, we have received 383 community survey responses. The Strategic Capacity Assessment, for Library Advisory Board members and library staff, was sent to your email on January 17, 2024. Thank you in advance for taking the time to complete it!

Our youngest patrons are having lots of fun with the newest toy additions to the youth room. Since our last Library Advisory Board meeting, we have received our new play kitchen and ball run accessories for the existing magnet wall. There is more to come!

Select library staff members have been trained on the Novel Branch library kiosks and we are expecting the units to be shipped this week.

Another staff committee is working away at customizing the library's new app. The app is an add-on to library catalog that we budgeted to bring to our patrons in 2024. The app will be a convenient way to access the library's services for the on-the-go library users.

CTCL circulated 71,055 items via our Overdrive digital collection in 2023. That is a 26.2% increase over 2022. Thank you for your continued support of making digital library materials available to Commerce Township residents!

Library fines – The West Bloomfield Township Public Library Board voted to eliminate library fines beginning April, 2024, which is the beginning of their fiscal year. She looked at the libraries that are in our consortium that are fine free if anyone would like to look at it.

b. Program Statistics

c. Library Statistics

Library Director Lobert reviewed the December 2023 library program and statistics with Board members. She also reviewed the 2023 End-of-Year Program Report and the 2023 Year End Statistics with Board members.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

Furniture update:

- The pods will be delivered by the end of March 2024.
- Tables for the children’s programming room will be shipped on January 30, 2024.
- Shelving will be delivered beginning of March 2024.

ITEM 7: OLD BUSINESS

a. Strategic Planning Update

Library Director Lobert said the Strategic Planning Meeting will be held on April 30, 2024. The consultants will hold focus group sessions virtually and in person on February 15 and 16, 2024. The planning team will look at results of the surveys in March, 2024. The LAB will have a meeting in July 2024 to review the plan and surveys with the consultants. To date, 1,085 surveys have been received.

ITEM 8: NEW BUSINESS

Sensory Inclusive Training for Staff – training to interact with people who have invisible disabilities, i.e. sensory processing disorders.

Memo from Shelby Fox-Purrier, Teen Services Librarian:

In order to make sure that our library is best suited to serve patrons of various needs, as well as ensure compliance with The Americans with Disabilities Act, it is recommended that the Commerce Township Community Library enroll in a certification process with KultureCity.

The training initiative would benefit both librarians and general circulation staff, as at minimum 50% of guest-facing staff must be trained to comply with the program. Manager Trista Reno will handle the contractual and invoice components of the program, with Teen Services Librarian Shelby Fox-Purrier-Rivera handling the day-to-day execution and management of the initiative.

The certification process is a 2-year program composed of the following:

Year 1:

- Signed/paid contract and invoice.
- Onboarding and training, including venue profile creation and access to the training link.
- Ensure a minimum of 50% of guest-facing staff are trained within the initial 3 months of the contract.
- The training video is approximately 42 minutes long, followed by a 10-question quiz requiring an 80% or higher score.
- Provision of tools, including 5 sensory bags, 1 weighted lap pad, 4 types of publicly displayed signage, and the development of a social story.

ITEM 8: NEW BUSINESS (Sensory Inclusive Training for Staff continued)

Pricing for Year 1:

- \$750 includes training materials, sensory bags, weighted lap pad, social story development, signage, and app integration.

Year 2 and beyond:

- \$500 annually, covering updated training, replacement signage, and ongoing support. The mobile sensory station and extra kits aren't available until the second year, which allows the library and community to acclimate and prevent over-purchasing materials.

The addition of these trainings will help us better serve our existing patrons, while also providing avenues to access underserved populations in our community by ensuring that they have high quality, accessible, services. As has been evidenced by some library programming (ex. Open Spot ASL Theatre, April-June 2023), there is a community interest and audience for these types of programs and services.

Additionally, our library is in a convenient position to roll out our staff trainings, as the library is already scheduled for a staff in-service day on May 1st 2024. This would allow us to conveniently train a majority of required staff persons, at essentially the same time. We would just need to initiate the contract in mid-February to ensure that we're in compliance with the 3-month window required by the contract.

We would be joining several libraries from across southern Michigan in gaining access to these trainings: Redford Township District Library, Clarkston Independence Library, Novi Public Library, Kalamazoo Library System, Georgetown Township Public Library, and the Lincoln Township Library.

Pernick questioned if there are any other companies that provide this service and if there is any feedback from customers of KultureCity.

Library Director Lobert said Novi Library is pleased with the services provided by KultureCity.

MOTION by Pernick, supported by Lakner, to support the library moving forward with KultureCity to enroll in a certification process to train staff at Commerce Township Community Library to ensure compliance with The Americans with Disabilities Act to assist people that have sensory processing disorders.

MOTION CARRIED UNANIMOUSLY

ITEM 9: TOWNSHIP BOARD REMARKS

None

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Hiscox would like to acknowledge Alyson Lobert, Library Director, for her extraordinarily successful efforts, up to and including the end of the 2024 year, in developing and improving library services. The Township is fortunate to have someone like Alyson as part of their team.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Hiscox, to adjourn the meeting at 7:37 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, February 28, 2024, at the Commerce Township Community Library.