

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
July 22, 2020  
180 E. Commerce Road  
Commerce Township, Michigan 48382**

Due to Governor Whitmer's Executive Order to "Stay Home, Stay Safe", this meeting was held via Zoom, video conferencing technology.

**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  
David Scott, Township Supervisor  
Barry Hiscox

Absent: Shane Lakner (excused)  
Judy Sternberg (excused)

Also Present: Alyson Lobert, Library Director

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Pernick, to approve the July 22, 2020 Library Board Agenda.

**ROLL CALL VOTE**

**AYES:** Garbutt, Hiscox, LaFond, Pernick Scott

**NAYS:**

**ABSENT:** Sternberg, Lakner

**MOTION CARRIED UNANIMOUSLY**

**ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING**

**MOTION** by LaFond, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of June 24, 2020, as submitted.

**ROLL CALL VOTE**

**AYES:** Pernick, Hiscox, Scott, LaFond, Garbutt

**NAYS:**

**ABSENT:** Sternberg, Lakner

**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

John Clemente said he was at the library yesterday and tried to gain access to a website that needed a security code for his wife's email address. He called her on his cellphone and was approached by library staff telling him he cannot use his cellphone while in the library. He said he was very respectful and quiet and does not see a problem if he uses his cellphone to conduct his business while in the library.

**ITEM 4: CORRESPONDENCE**

Letter received from Shane Lakner:

Good afternoon Barb and Alyson,

I apologize but I won't be attending tonight's meeting. I'm not sure if this can be included in tonight's minutes or not but, #1 Alyson you're doing a fantastic job with everything. I love that you're keeping us in the loop and with details on each matter that arises. Without a doubt I believe all of us (Barbara Garbutt, Jason Pernick, Betsy LaFond, David Scott, Barry Hiscox, Shane Lakner and Judy Sternberg) feel that way. #2 I don't think it's a good idea to allow Patrons to have verbal conversations on their smartphones while in the Library.

**ITEM 5: FINANCIAL REPORT**

Alyson Lobert, Library Director, reviewed the Revenue and Expenditure Report for period ending June 30, 2020. So far this year approximately 38.02% of the budget was spent.

**ITEM 6: ADMINISTRATIVE REPORTS**

- a. Director's Report**
- b. Library Statistics**
- c. Adult Services Programs**
- d. Youth Services Programs**

Commerce Township Community Library opened to in-lobby hold pickup on Tuesday, June 30 and grab-and-go visits commenced on Tuesday, July 7. Library patrons are happy to be able to come inside for brief visits and have been understanding of the current restrictions of this step of the library's reopening plan as well as of mask requirements.

The Commerce Township Board of Trustees approved the library staffing proposal: Trista Reno will start in her new position as Head of Information Services as of August 26.

Due to the length of the agenda at the Commerce Township Board of Trustees' July meeting, I will present the updated Patron Behavior Policy in August.

**ITEM 6: ADMINISTRATIVE REPORTS (continued)**

Ben Sebrowski added an online library card application form to the library's website and it has already proved to be popular. The application is a secure form, requiring patrons to enter pertinent information and upload a photo of their driver's license. Within 72 hours, a staff member will process the card and follow up with the patron: the library card is mailed to their home.

The Youth Librarian position left vacant by Amanda Vorce's resignation was posted today. We are excited to add a new member to our talented youth department.

The actual window and transaction drawer for the drive-through window project was delivered to the library. Construction on the window will take place soon.

Curbside pick-up continues to be a popular service for patrons who are not comfortable with in-building library service; I am confident that these patrons will be thrilled with the convenience of the drive-through window for picking up their library materials. She estimates 60% of transactions are still happening by curbside pick-up.

Commerce Township Community Library is serving as a polling location in the Tuesday, August 4 election. Precinct 1, normally at Commerce Elementary, will vote at the library.

She talked to the President of the Friends of the Library and they are not ready to start volunteering yet and will not accept any donations at this time.

Pernick would like Alyson to come up with a proposal/plan on how she and library staff will respond to someone that is not willing to wear a mask while in the library building. She said she did put together instructions for staff and so far, she has had no problems with patrons refusing to wear a mask. She advised Lieutenant Reyes of the opening date for the library.

**ITEM 7: OLD BUSINESS**

Alyson will present the updated Patron Behavior Policy to the Township Board of Trustees at their next meeting. She is looking for direction from the LAB if they would like to amend the policy to include different wording regarding utilizing phones and electronic devices in the library.

Alyson gave examples of policy language that other libraries use in reference to utilizing phones and other electronic devices.

Pernick would like to see the Library Director and delegated staff decide what is disruptive to others and have the authority to resolve the problem in a way they see fit.

**ITEM 7: OLD BUSINESS (continued)**

**MOTION** by Pernick. Supported by LaFond, to amend the Patron Behavior Policy to remove the entire paragraph on cellphones and replace with “disruptive use of cellphones or other electronic equipment is prohibited”.

**MOTION** by Pernick, supported by LaFond, to amend the Motion to include “to recommend approval by the Township Board of Trustees to amend.....”.

**ROLL CALL VOTE**

**AYES:** Scott, Pernick, LaFond, Hiscox, Garbutt

**NAYS:**

**ABSENT:** Sternberg, Lakner

**MOTION CARRIED UNANIMOUSLY**

**ITEM 8: NEW BUSINESS**

Alyson reviewed the 2<sup>nd</sup> amendment of the Patron Behavior Policy with the Board. This outlines staff response and how they would go about banning a patron from the library.

Pernick volunteered to review Alyson’s proposal and offer his suggestions. Alyson will forward the amendment to Pernick for his review.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott reported on the following:

- Pernick asked for an update on the wave panels on the M5 bridge. Supervisor Scott said they have to be removed, sandblasted, galvanized and repainted to MDOT standard. He said his wife noticed the letter “P” on the M5 bridge is not square and angled slightly to the east. Supervisor Scott said he will look at it.
- We are in a primary election. There are approximately 10,000 absentee ballots requested and 3,000 returned. The Township Clerk is issuing over 100 absentee ballots daily. Election workers are dropping out of working the election due to fear of the COVID19 virus. The Township is looking for election workers.
- Cares Act Funding – we will submit \$60,000 in COVID19 related expenses for reimbursement.
- The senior citizen center is still providing meals.
- Chairperson Garbutt asked if Wise road be closed till the end of September 2020. Supervisor Scott answered yes and updated the Board on road repairs coming up.

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

None

**ITEM 11: OTHER MATTERS**

Supervisor Scott said the Township Board of Trustees appointed Samir Karim and Chelsea Rebeck to Planning Commission and Sara Henderson to the Parks and Recreation Committee.

**ITEM 12: ADJOURNMENT**

**MOTION** by Scott, supported by LaFond, to adjourn the meeting at 8:05 pm.

**ROLL CALL VOTE**

**AYES:** LaFond, Hiscox, Scott, Pernick, Garbutt

**NAYS:**

**ABSENT:** Sternberg, Lakner

**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, August 26, 2020.**