

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
March 23, 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
Barry Hiscox
Shane Lakner
Donald Petersen

Absent: Vanessa Wagner, Township Board Trustee
(excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Hiscox, to approve the March 23, 2022 Library Advisory Board Meeting 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 February 23, 2022, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

A form that was not signed was submitted to the library stating that parents need to clean up after their children, especially during classes/activities.

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending February 28, 2022. (16.16% of the budget was spent so far this year)

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert:

Congratulations to the Friends of the Commerce Township Community Library for hosting a successful blood drive with the American Red Cross. The blood drive was full with 32 donors. The next blood drive will be held June 21, 2022.

Youth Services Librarian Lauren Aquilina recently attended the Michigan Library Association's Spring Institute for Youth Services in Mount Pleasant. Lauren returned from the conference energized and full of new ideas. I am excited to see her implement new programs and initiatives in the coming months.

In preparation to this summer's millage renewal, Head of Information Services Trista Reno and I are attending the Library of Michigan's four-part virtual millage training.

Sonitrol Security installed CTCL's new access control system in late February. Thank you to Director of Technology Ben Sebrowski for coordinating this very large project.

Registrants in Dolly Parton's Imagination Library have started to receive their books. Families are very excited about their new books and staff are equally excited to receive many adorable pictures of Commerce Township's littlest readers.

There are 57 more active children registered with Imagination Library than last month. As of Friday, March 18, 2022, there are 541 children registered for Commerce Township's Imagination Library. Additionally, 12 registered children turned five and graduated from the program in the last month.

I am pleased to share that, following promotions and hires over the last month, the Library is fully staffed. Library page Roberta Hofmann has been promoted to the circulation clerk position left vacant after Brannon McCullough transitioned to the role of Adult Services Librarian. Commerce Township resident Lovely Branch has been hired as the library's newest page. Congratulations to all!

b. Program Statistics

c. Library Statistics

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

There were 60 people that attended story time this morning.

ITEM 7: OLD BUSINESS

a. Meeting Room Policy

Library Director Lobert discussed the Meeting Room Draft Policy with the Board, specifically room fees, individuals or organizations that will be able to use/rent the meeting rooms and also requiring a disclaimer on any promotional materials produced by a rental group.

Board members will give thought to what was discussed and will revisit this at the next meeting.

MOTION by Lakner supported by Pernick, to Table Meeting Room Policy.

MOTION CARRIED UNANIMOUSLY

Secretary LaFond –

- As you walk into the library building by the handicap parking there is an area by the corner of the building that needs to be looked at. A large amount of water is pooling in that area during a rainstorm. Director Lobert will contact the Maintenance Director.
- The indoor plants in the Library Building do not look very good and are in need of care and maintenance.
- Asked for the status of the display shelves. Director Lobert said she will obtain an updated quote for the shelves.

ITEM 8: NEW BUSINESS

a. StoryWalk Proposal

Library Director Lobert said installation of a StoryWalk exhibit is proposed to be on the south side of the library.

A StoryWalk is an outdoor reading experience whereby a picture book is deconstructed. The pages of the book are placed in weather resistant frames along a walking trail so that children (and adults) can enjoy reading and our beautiful Dodge Park at the same time. I believe that the StoryWalk would be a wonderful way to connect with our community and bring the library outdoors. The maintenance Department will install the StoryWalk. Mark Schoder, Maintenance Director, believes that the aluminum posts will increase the longevity of the display but his staff can install both options.

Quotes were received as follows:

Pannier Graphics

Aluminum Frame (24) = \$6288.00 (+ shipping)

Enviro Signs

Aluminum Frame (24) = \$6540.91 (+ shipping)

Frame for wood mount (24) = \$5058.72 (+ shipping and treated wood posts)

ITEM 8: NEW BUSINESS (StoryWalk Proposal continued)

Barking Dog

Aluminum Frame and Post (24) = \$6,540.96 (+ shipping) Frame for wood mount (24) = \$5,058.72 (+ shipping and treated wood posts)

Director Lobert will get prices on shipping and what the timeline is to receive the posts.

The Board's consensus was to go with the aluminum posts.

Note: See ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES for a Motion.

b. Senior Facility Requests

- Westlake Health Campus has requested we hire and pay for performers to come and entertain their residents. Chairperson Garbutt said the facility use to hold monthly luncheons and have a speaker come in until COVID restrictions were put into place. This is a for profit facility; therefore it was the consensus of the Board to deny the request.
- Rolling Hills Retirement Community is requesting a deposit collection of 1,500 books to keep on their shelves. This is a for profit facility; therefore it was the consensus of the Board to deny the request.

The Board was in favor of welcoming residents from the above facilities to come to the library and a library staff member can assist the residents. A room could be dedicated for the residents for a limited amount of time.

The library will be celebrating National Poetry Month in April.

ITEM 9: TOWNSHIP BOARD REMARKS

No report - Trustee Magner was absent from the LAB meeting tonight.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Pernick, supported by Lakner, to support the StoryWalk project and the Library Director's recommend for the purchase of frames and posts.

MOTION CARRIED UNANIMOUSLY

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Garbutt, supported by Lakner, to adjourn the meeting at 7:50 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, April 27, 2022.