

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
June 23, 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
Ashley Rossetto, Youth Services and Outreach Librarian

Barbara Garbutt, Chairperson, acknowledged all of the hard work Alyson Lobert, Library Director, and her staff provided during the COVID-19 Pandemic. A special thank you to Alyson for overseeing installation of the drive through window, helping with curbside service, setting up virtual counseling for staff, the smooth transition of staff moving to different departments or filling vacant positions and offering her services to the Oakland County Health Department to administer COVID-19 vaccines.

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Magner, to approve the June 23, 2021 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Lakner, supported by LaFond, approve the Library Advisory Board Meeting Minutes of May 26, 2021, with a correction to page 1, ITEM 4 Correspondence first sentence, change "Shane Lakner" to "Shane O'Neal" and page 4, ITEM 9 Township Board Remarks 4th bullet, change "County" to "Country" .

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

ITEM 5: FINANCIAL REPORT

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending May 31, 2021. (We are 41% thru our Fiscal Year and 36% of the budget was spent so far this year.)

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

The youth and teen services department is excited to announce that the Commerce Township Community Library has joined TALK: Text and Learn for Kindergarten. TALK helps build pre-literacy skills by sending, via text message, fun activities parents can do with their babies and preschoolers at home. Developed by librarians and based on Every Child Ready to Read, TALK activities are designed to get kids ready for school success. Anyone in Michigan can sign up to receive the messages; libraries that sign up to promote TALK can send two custom messages per month to users in their zip codes advertising library events and services, as well as receive access to promotional materials to help spread the word.

At the June 8, 2021 meeting of the Commerce Township Board of Trustees, the purchase of the Envisionware Tablet Station was approved. The Tablet Station will be installed on June 30, 2021. Thank you to Director of Technology Ben Sebrowski for getting this project moving so quickly!

The summer reading program kicked off on Saturday, June 19, 2021. As in past summers, readers will track their reading and earn incentives using the Beanstack app. In addition to the reading component, staff continue to design and facilitate unique programming. Offering programs for youth, teens and adults in a variety of formats (take-home, virtual and small-group), we are confident that patrons will be able to participate in the fun of another summer reading program in the format that they are most comfortable with. We want to thank the Parks and Recreation Department, which has so graciously allowed us use of the Dodge Park pavilion for our outdoor programs.

The Walled Lake-Wixom Lions Club recently stopped by for a visit and to make a \$350 donation to the Commerce Township Community Library. The donation will be used to purchase large print books. We are grateful for their continued support.

I recently had the opportunity to discuss the renewal of library cards with Linda English, a Commerce Township resident and library patron. Ms. English believes that library cards should not expire or, alternatively, the library should automatically renew the library cards of senior citizens. Commerce Township Community Library cards expire every three years; patrons can visit the library to renew their card or renew via a secure form that is embedded in the library's website.

The Library of Michigan had released new grant funding to help Michigan's libraries

ITEM 6: ADMINISTRATIVE REPORTS (Director's Report continued)

expand services post-pandemic. Libraries can apply for an equipment grant that increases the capacity for a library to safely provide services or content for \$25,000-\$250,000. The submission deadline for this grant is July 15, 2021. She will look into a book kiosk for seniors.

b. Program Statistics

c. Library Statistics

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

ITEM 7: OLD BUSINESS

a. Patron Survey Update

Library Director Lobert sent out the survey to residents in June, 2021. She received 87 responses and will provide the results to the Board at the next Library Advisory Board meeting.

ITEM 8: NEW BUSINESS

a. 2022 Budget: Dolly Parton Imagination Library

Ashley Rossetto, Youth Services and Outreach Librarian gave a PowerPoint overview of the Dolly Parton Imagination Library.

Board members are in agreement to move forward on the Dolly Parton Imagination Library.

MOTION by LaFond, supported by Lakner, to add the Dolly Parton Imagination Library to the 2022 Library Budget. **MOTION CARRIED UNANIMOUSLY**

b. 2022 Budget: New Item Display

Alyson Lobert, Library Director, said the current new book section is often crowded and impedes traffic to the back of the library. We contacted Library Design Associates 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.

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner was not in attendance at the June 2021 Township Board of Trustees meeting. She did read, in the minutes, that the bathroom at Scarlets Playground is almost complete and the Township Board was in favor of a splash pad at the playground.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

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ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Magner, supported by Hiscox, 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, July 28, 2021.