

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
August 23, 2023  
2009 Township Drive  
Commerce Township, Michigan 48390**

**CALL TO ORDER** Vanessa Magner, Interim Chairperson, called the meeting to order at 7:00 pm.

**ROLL CALL:**

**Present:** Vanessa Magner, Township Board Trustee  
Barry Hiscox  
Shane Lakner  
Donald Petersen

**Absent:** Barbara Garbutt, Chairperson (excused)  
Jason Pernick, Vice Chairperson (excused)  
Betsy LaFond, Secretary (excused)

**Also Present:** Alyson Lobert, Library Director

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by Hiscox, to approve the August 23, 2023, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

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

**MOTION** by Lakner, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of June 28, 2023, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

*Email received:*

July 31, 2023 – From Sharianne and Zoya said Ashley and the rest of the youth services staff did an amazing job organizing and hosting the recent Stuffed Animal Sleepover event.

*Comment cards submitted but not signed:*

June 21, 2023 – They checked out the book “Jack, not Jackie” for their 5-year-old son and were pleased to see books at the library that can help explain to children the differences in people in a positive manner.

**ITEM 4: CORRESPONDENCE (continued)**

6-28-2023 – They like the teen events that are held in the Robin Room.

7-24-2023 – They would like to see the right-hand turn side of the lawn at Commerce Road cut back to allow for a better view of oncoming traffic from Union Lake Road.

6-23-2023 – The library was Friendly, Fun and Love.

7-7-2023 – Thanked Trista for helping them with the computer.

7-14-2023 – The library is too cold and the outside pavilion has way too many mosquitoes.

6-21-2023 – They would like to have a sign visible from a vehicle so they do not have to get out of their vehicle to read the library's operational hours.

6-21-2023 – They would like to see trivia night again.

**ITEM 5: FINANCIAL REPORT**

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending July 31, 2023 (58% of the budget was used so far this year).

**ITEM 6: ADMINISTRATIVE REPORTS**

**a. Director's Report**

Library Director Lobert –  
We have a new library card book.

This month, we are wrapping up a busy summer of programming at the library. Program highlights include: special story times at Byers Homestead Park and Scarlet's Playground, back-to-school crafts, a Medicare 101 lecture, Chess Club and two sessions of outdoor yoga! Commerce Township Community Library's upcoming events for youth, teens and adults are available on the library's event calendar at: <https://commercelibrary.evanced.info/signup>

Sunday, August 27, 2023, a special story time will be held at Byers Homestead.

The Book Bike will be at Scarlet's Playground once a week.

CTCL lost power at 3:30 pm on Thursday, July 20 and had to close for the evening. Power was restored overnight and the library was open as usual on Friday, July 21.

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

Discussion took place regarding the purchase of a generator for the library. Director Lobert issued an RFP for a generator with a due date by September 11, 2023. She will add a generator to the 2024 library budget.

Welcome to Steve Puroll, Commerce Township resident, who was recently hired as the library's newest page.

This summer, the library's garden has featured milkweed plants in addition to fruits and vegetables. Milkweed is the only host plant for monarch butterflies; having milkweed in the garden has allowed our youth librarians to rear monarch butterflies in the children's department. Our youngest patrons have enjoyed watching the cycle of caterpillar to chrysalis to butterfly. We hope to make rearing butterflies an annual summertime tradition.

Congratulations to adult services librarian Brannon McCullough on finishing his master's degree from Wayne State University! Brannon has worked at CTCL for five years: first as a circulation clerk and, as a part-time librarian and, for the last seven months, as a full-time librarian. Brannon has balanced being a part-time student and a full-time librarian and made it look easy (even though we know that it was not). We are so proud of his accomplishment.

The Commerce Township Board of Trustees approved my recommendation to engage Fast Forward Libraries for our upcoming strategic plan. We will start the process in December, 2023 and launch the community survey in January, 2024. Director Lobert gave a presentation on the overhead screen of the new Township website, specifically the library.

Our new website is really shaping up! We are getting closer to the final project every day and I am very excited for our residents to finally see the final product. Thanks to Ben Sebrowski for quarterbacking this big project and to librarians Marissa Boisclair, Ashley Moran and Brannon McCullough for their input and assistance.

The library will partner with the Parks and Recreation Department to hold a Halloween "Trail or Treat" event at the library and Dodge Park on October 27, 2023.

**b. Program Statistics**

Submitted by Anjelica Lyman, Teen Services Librarian -

I am proud to announce that our 2023 teen leaders, Beatrice Jolley and Stephanie Swartz have finished their required hours for the summer! Beatrice started her serviced on May 25<sup>th</sup>, while Stephanie Swartz began on June 7<sup>th</sup>. Typically, they volunteered 8 hours a week, but if there were weeks, they had to miss for camp or other pre-planned activities, they were sure to put in extra hours other weeks.

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

Here are some of their summer accomplishments:

- Preparing prizes, Legos, etc. for the SRP
- Help registering readers for our SRP on its launch day as well as with other activities.
- Help with youth and adult program preparation
- Help with running programs – this includes programs that included their peers
- Learning how some of our library behind the scenes systems work
- Assisting with Story Clubs
- Help with after-hours library events
- Mentoring some of our younger patrons, recommending books
- Helping to pick YA books for displays
- Organizing library supplies

**c. Library Statistics**

Library Director Lobert reviewed the July 2023 Program and Library statistics with Board members.

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. Strategic Plan Update**

Library Director Lobert advised the Board we received eight responses to our RFP for strategic planning services, with proposals ranging from \$21,200 to \$129,000. Fast Forward Libraries, LLC was chosen to oversee the strategic planning project at an amount not to exceed \$29,300. She put down a \$7,325 deposit that will hold CTCL's place on their calendar.

**b. 2024 Budget Discussion**

Discussion took place on the purchase of furniture for the library and staff salaries.

They discussed the purchase of a wooden kitchen and food truck and double face shelving units for the Youth Room, single person study rooms for the Teen Room, private study pods for the Adult Area, and SitOnIt nesting tables for the Robin Room. Also discussed was a 3% across the board salary increase for library employees and two new positions: Marketing and Programs Manager and Librarian II.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Trustee Magner –

- A joint meeting was held with the Planning Commission in July. They updated the Township Board on their revised Master Plan. The number one feedback they received back from residents are more pathways, sidewalks,

**ITEM 9: TOWNSHIP BOARD REMARKS (continued)**

and connectivity within businesses and subdivisions. The township had already formed a Pathway Work Group a few months ago.

- The township website photo contest winners were announced at the August meeting.
- The Huron Cemetery contract was renewed.
- Discussion was held with the developer of Five and Main. There will be a residential unit development constructed on the site very soon. He also asked the township to extend his offer to purchase for the entire library parcel.
- Approved the library's strategic plan presented by Director Lobert.
- Approved the extension and redo of the pathway in front of the Richardson Community Center. The pathway will extend to Newton Road and connect to the gravel pathway.
- SAD discussion was held on what the threshold should be. Currently it is 51%.

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

None

**ITEM 12: OTHER MATTERS**

None

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Hiscox, to adjourn the meeting at 8:33 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, September 27, 2023, at the Commerce Township Community Library.**