

OCTOBER 28, 2020 COMMERCE TOWNSHIP LIBRARY ADVISORY BOARD

VIRTUAL MEETING INFORMATION & INSTRUCTIONS

The Commerce Township Library Advisory Board meeting on **October 28, 2020 at 7:00 p.m.** will take place electronically due to health concerns associated with COVID-19.

Members of the public may access the agenda materials via the Township website – commercetwp.com beginning **Friday, October 23, 2020.**

Members of the public wishing to participate in the electronic meeting may do so by: Dialing the phone number below and entering the meeting ID and password when prompted.

1 312 626 6799 US (Chicago)

or

1 888 788 0099 US Toll-free

Meeting ID: 867 5590 0548

Passcode: 451034

Where to watch the meeting:

The meeting will be available to view live on our YouTube Channel which can be easily reached from the live meeting link located on the Commerce Township website home page (commercetwp.com) or by visiting <https://www.youtube.com/channel/UCaHnYIOvUUgLjKk9KjNMrv>.

Procedure for public comment by electronic means:

There must be full opportunity for both the general public and the members of the Township Board to hear and be heard at appropriate times during the meeting. Public participants will be muted upon entry to the meeting, but will have a chance to speak during public comment.

Once connected to the meeting, **members of the public wishing to participate in the virtual public comment must alert us that they wish to speak by pressing *9 on their telephone keypad. Pressing *9 will activate the “raise hand” feature signaling to us that you wish to comment.** Because of limitations with muting and unmuting members of the public, there will only be one public comment period which will be announced by the Chairperson or meeting moderator at the appropriate time.

Participants will be called one a time, as would happen during an in-person meeting. When you are unmuted, please introduce yourself by stating your name and address for the record. You will then have (2) minutes to share your comments with the Board. At the conclusion of your comments or your (2) minutes, you will be muted and removed from the public comment queue.

Participants may also choose to submit written comments that will be added to the record and included in the meeting packet. Submit any written comments via e-mail to Alyson Lobert, Library Director at alobert@commercelibrary.info or by mail at 180 E. Commerce Rd, Commerce Twp., MI 48382 Attn: Director Alyson Lobert by **Noon, Tuesday, October 27, 2020**, which is the day before the meeting.

Procedures for accommodations for persons with disabilities:

The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Library Director’s office at (248) 669-8108 x 101 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations



Commerce Township Community Library

180 E. Commerce Rd.
Commerce Township, Michigan 48382
Phone: 248-669-8108 / Fax: 248-325-5047
Internet: www.commercelibrary.info

Wednesday, October 28, 2020

ITEM 1 - Approval of Agenda

ITEM 2 - Approval of Minutes of previous meeting

ITEM 3 - Public Comments

ITEM 4 - Correspondence

ITEM 5 - Financial Report

ITEM 6 - Administrative Reports

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

ITEM 7 - Old Business

ITEM 8 - New Business

- a. Purchase Requisition Memo

ITEM 9 - Township Board Remarks

ITEM 10 - Recommendations to the Township Board of Trustees

ITEM 11 - Other Matters

ITEM 12 - Adjournment

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, December 9, 2020.