

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
January 27, 2021
180 E. Commerce Road
Commerce Township, Michigan 48382**

Due to the Michigan Department of Health and Human Services order this meeting was held via video conferencing technology

Jacob Batlemente, MERGE LIVE, Multimedia Group is the host for the meeting.

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
Vanessa Magner, Township Board Trustee
Betsy LaFond, Secretary
Barry Hiscox
Shane Lakner

Absent: Judy Sternberg (excused)

Also Present: Alyson Lobert, Library Director
Emily England, Senior/Parks and Recreation Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Hiscox, to approve the January 27, 2021 Library Board Agenda.

ROLL CALL VOTE

AYES: Lakner, Hiscox, Garbutt, Pernick, LaFond, Magner

NAYS:

ABSENT: Sternberg

MOTION CARRIED UNANIMOUSLY

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Garbutt, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of December 9, 2020, as submitted.

ROLL CALL VOTE

AYES: Garbutt, LaFond, Pernick, Magner, Hiscox, Lakner

NAYS:

ABSENT: Sternberg

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

Memo from Dave Tolbert was received and filed.

ITEM 5: FINANCIAL REPORT

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending December 31, 2020.

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Commerce Township Community Library continues to receive tremendous support from the Friends of the Commerce Township Community Library despite being unable to host their large book sales: The Friends group purchased holiday cookies for our staff and budgeted \$2,500 to both the youth/teen and adult services departments for programming in 2021.

On December 28, 2020, a Michigan Occupational Safety and Health Administration (MIOSHA) ambassador performed a walk-through of our building to evaluate the Library's COVID-19 Workplace Safety. The Library passed; the report is included in your meeting materials for your review.

Thank you to Mark Schoder and the Maintenance Department for their assistance with a few projects around the library: painting and, soon, installing rail rub in our vending machine area and the study rooms to help with the constant drywall damage from the chairs and tables.

The Commerce Township Community Library building reopened to the public on Tuesday, January 19, 2021. Neighboring libraries that also opened their building to the public on January 19 include: Wixom, Walled Lake, Novi, Northville and Lyon Township.

The State Aid report, an annual requirement for Michigan public libraries, has been submitted.

I am pleased to inform you that SignGraphix has recently installed replacement signage. Exterior directional signs now include the drive-up window. Additional end panel signage has also been received and installed by Library Design Associates; we expect the board book shelving will be received in February.

b. Adult Services Programs

In December they had 1 zoom program with a presenter, 8 programs weekly and a couple of take-home kits were passed out.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

c. Youth Services Programs

In December they continued to pass out take home kits. They held a family zoom program where a chef from Dearborn, Michigan showed how to make cake pops.

Shelby, the new teen services librarian, has been virtually holding “magic the gathering” and “dungeons and dragons” groups with the teens.

Chairperson Garbutt said Howell Library held a presentation via zoom on a book selected for the 2019-2020 Great Michigan Read called “*What the Eyes Don’t See*”, by Dr. Mona Hanna-Attisha. She had a role in uncovering the Flint water crisis (children of Flint, Michigan, were being exposed to lead in their tap water) and leading recovery efforts. The book is very interesting and is available at the library for free.

d. Library Statistics

Library Director Lobert reviewed the 2020 Year End Statistics with the Board.

ITEM 7: OLD BUSINESS

None

ITEM 8: NEW BUSINESS

Chairperson Garbutt introduced Emily England, Senior/Parks and Recreation Director to discuss a large antique music box, approximately 7’ tall called the Regina Music Box. Ms. England said the Township became owners of the music box when they acquired the Byers Farm. At that time, it was valued at \$40,000. Since that time it has been stored in the farmhouse. It was removed from the farmhouse in 2018 because it was getting ruined from mold and mildew. It has been restored and is currently being housed at the Township Hall. The Friends of Byers have asked it to be placed in a building where the public can view it. The Parks and Recreation Committee feels the library would be a good choice because of the number of patrons that visit the library. They will provide some type of plexiglass shield for the music box and place a sign on it explaining the history of the music box. They are asking for feedback from the Library Advisory Board. Library Director Lobert and Senior/Parks and Recreation Director England will take a look at the library building for a suitable place to store the music box and present their findings to the Board at the next Library Advisory Meeting.

MOTION by Lakner, supported by LaFond, to Table the location to place the Regina Music Box.

ROLL CALL VOTE

AYES: Lakner, LaFond, Garbutt, Pernick, Magner, Hiscox

NAYS:

ABSENT: Sternberg

MOTION CARRIED UNANIMOUSLY

ITEM 8: NEW BUSINESS (continued)

Charter Township of Commerce Oakland County, Michigan Library Board Remote Electronic Procedure for Meetings

Pernick said the policy describes the Library Advisory Board as the Library Board and needs to be changed. He would like additional time to review the policy because he just received it. **No action taken**

Library Director Lobert would like the Board to keep in mind, for the future, the possibility of purchasing a Novel Branch Intelligent Mini-Library to place somewhere in the Township. The cost is \$28,500 per unit and there is a discount if you order 4 or more units. **Informational only – no action taken**

ITEM 9: TOWNSHIP BOARD REMARKS

Vanessa Magner reported on the following:

- DDA Director Mark Stacy passed away recently. Deb Watson, DDA Assistant was appointed as Interim DDA Director for at least 90 days.
- She is part of a subcommittee that will review all Township owned property and give the Township Board of Trustees their recommendations on a strategic plan of what properties we want to keep.
- The Township partnered up with White Lake to install a traffic barrier on Cascade Street using Tri-Party Funds.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt sent a note to Judy Sternberg letting her know the Library Board misses her. She has not heard back from Judy. Judy Sternberg has not attended a Library Advisory Board Meeting for the last 12 months. Hiscox suggests giving her the opportunity to resign from the Library Advisory Board. LaFond will try to contact Judy and ask her what her plans are and will advise the Board of the outcome. Library Director will keep Supervisor Gray informed.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Hiscox, to adjourn the meeting at 7:41 p.m.

ROLL CALL VOTE

AYES: Lakner, Hiscox, Garbutt, Pernick, LaFond, Magner

NAYS:

ABSENT: Sternberg

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, February 24, 2021.