

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
September 23, 2020
180 E. Commerce Road
Commerce Township, Michigan 48382**

Due to Governor Whitmer's Executive Order to "Stay Home, Stay Safe", this meeting was held via Zoom, video conferencing technology.

Brian Widdis, 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
Betsy LaFond, Secretary
David Scott, Township Supervisor
Shane Lakner

Absent: Barry Hiscox (excused)
Judy Sternberg (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by LaFond, to approve the September 23, 2020 Library Board Agenda.

ROLL CALL VOTE

AYES: Lakner, LaFond, Garbutt, Pernick, Scott

NAYS:

ABSENT: Hiscox, Sternberg

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 August 26, 2020 with the following change: remove "arrived at..." from the Roll Call for Garbutt and Hiscox due to technical issues logging in via Zoom.

ROLL CALL VOTE

AYES: LaFond, Lakner, Garbutt, Pernick, Scott

NAYS:

ABSENT: Hiscox, Sternberg,

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

Rusty Rosman heard that the Township may consider using library millage funds to pay down a DDA debt. If this is true, she stated she is vehemently opposed and said this is not allowed per State law.

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Alyson Lobert, Library Director, reviewed the Revenue and Expenditure Report for period ending August 31, 2020. So far this year approximately 51.6% of the budget was spent.

ITEM 6: ADMINISTRATIVE REPORTS

a. Director Lobert's Report

We have hired a new Youth Librarian to fill the position left vacant by Amanda Vorce's resignation. Chell Robinson started in their new position on Monday, September 14, 2020. They graduated with an MLIS from Wayne State University in 2020. We are excited to have Chell on our team!

The Library's drive-up window is open! The opening of the drive-up window was publicized in the library's weekly e-newsletter, The Spinal Column and via social media. Patrons are grateful for this added service. Kudos to Bill Wines and the circulation staff, who have been creative and flexible as we have worked through establishing best-practices and educating patrons on the drive-up window.

The Neighborhood Library Association's Community Reads program, which the Commerce Township Community Library has recently joined, rolled out its 2020 selection on Tuesday, September 8, 2020. This year's title is Kent State: Four Dead in Ohio, a graphic novel by Derf Berkderf. The seven member libraries have planned supporting programming, with Community Reads culminating in a virtual author visit on Thursday, November 12, 2020 at 7:00 pm.

Ben Sebrowski has been busy helping us expand the Commerce Township Community Library's internet services during this time when our community has such a heavy reliance on the internet for virtual school, work from home, etc. Coming soon to the library are Wi-Fi hotspots, which patrons will be able to check out for one week, as well as an exterior Wi-Fi access point, which will bring stronger Wi-Fi signals into the parking lot and north Dodge Park.

b. Library Statistics report

Review of the August 2020 Statistics.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

c. Summer Reading Reports

d. Adult Services Programs

e. Youth Services Programs

Trista Reno Head of Information Services –

This year's summer reading was definitely difficult. Due to the outbreak of Covid-19 we saw an exponential drop in participants. Our Summer Reading Program began on Saturday, June 13 and ran until Saturday, August 15, 2020. This gave our patrons a total of two months to participate and complete the program.

The following number of patrons registered for our Summer Reading Program:

- Babies and Toddler: 25 participants.
- Youth: 115 participants
- Teens: 49 participants

During summer reading, we offered:

- 11 Sunshine Storytimes
- 10 take and make kits
- 4 virtual performances
- 2 virtual book clubs
- 2 passive children's programs

Our total for attendance was 403 participants.

For teens, we offered:

- 7 take and make kits
- 6 regularly occurring virtual programs
- One virtual presentation

Our total attendance was 164 participants.

Of the 49 teens who registered, 16 finished the program. Of the 115 kids from Kindergarten - 5th grade who registered, 33 finished the program. Of the 25 babies and toddlers who registered, 12 finished the program. This year we saw a completion rate of 48% for babies and toddlers, 28.7% for youth, and 32.65% for teen.

In conclusion, we faced this challenge head on, got creative, and were still able to offer programming and services that our patrons love.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

Cherie Edmonds –

We had quite a unique Adult Summer Reading Program this year as we transformed it to continue despite an ongoing pandemic.

Thanks to our active social media presence, and our adult patrons already being acclimated to our Beanstack platform, we were able to maintain patron engagement. The lack of other promotional options, and assumed patron digital burnout did cause a significant reduction in registration and participation, as was seen by most other libraries in our network. However, the patrons that participated in this year's program were almost as active as in previous years when we had higher registration. Next year we hope to return to our normal Adult Summer Reading Program with lots of in person promotions, themed presenter programs and physical prizes. We also hope to pick up where we left off with our previous year's goals of streamlining in person registration, increased interpersonal and cross platform promotion (including themed presenter programs) and increased social media giveaways for featured book reviews.

Richardson Center Book Club returned in August.

ITEM 7: OLD BUSINESS

a. 2021 Budget

The Commerce Township Board of Trustees reviewed the library's 2021 budget at their September 15, 2020 special meeting. The budget was approved with minor changes.

ITEM 8: NEW BUSINESS

Chairperson Garbutt is opposed to library funds being used for anything else other than the library.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- Money from the library millage paying off a DDA debt was incorrectly stated and will not happen. Library funds will never be used for anything other than the library. This came up in a discussion and was only used by Treasurer Phillips as an example and not as an intent.
- The State of Michigan has guaranteed that our revenue sharing will continue in 2021 without reduction.
- Money that was collected from the virtual State of the Lakes was donated to Hospitality House of Commerce Township and Outreach of Waterford Township.
- Waiting to hear from the Governor's office on how to proceed with Halloween activities because of the COVID-19 pandemic.
- The State of Michigan notified Oakland County that we will receive 100% of refunding for police, fire and senior services for straight and overtime expenses between March 23 and June 1, 2020. Approximately \$800,000 will come back to Commerce Township and go into the General Fund.

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- The Township Board of Trustees awarded Fire Station #3 General Contract to Dailey Company.
- During the last storm, firefighters battled a fire, set off by a lightning strike, at condominiums on Addington Drive near Pontiac Trail. The fire ripped through 12 units. We received assistance from firefighters from Novi, Walled Lake, and White Lake Fire Departments.
- James Curry (100 years of age) and Jerry Beagle, Honored Veterans and lifelong Commerce Township residents, passed away recently. Condolences to their families and friends.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Lakner supported by LaFond, to adjourn the meeting at 7:42 p.m.

ROLL CALL VOTE

AYES: Lakner, LaFond, Garbutt, Pernick, Scott

NAYS:

ABSENT: Hiscox, 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, October 28, 2020.