

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
February 23, 2022
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
Betsy LaFond, Secretary
Vanessa Magner, Township Board Trustee
Donald Petersen

Absent: Jason Pernick, Vice Chairperson
Barry Hiscox (excused)
Shane Lakner (excused)

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Magner, supported by LaFond, to approve the February 23, 2022 Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Peterson, to approve the Library Advisory Board Meeting Minutes of January 26, 2022, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

A form was submitted by J. Clemente asking Commerce Library to follow the same system as Walled Lake Library does by posting a list of new movies instead of having to physically look through all of the movies that are on display.

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending January 31, 2022. (8.49% of the budget was spent so far this year)



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ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert:

Dolly Parton's Imagination Library continues to generate excitement in the community, though the pace of registrations has decreased significantly. There are 43 more active children registered than last month. As of Friday, February 18, 2022, there are 484 active children registered for Commerce Township's Imagination Library. An additional 11 registered children turned five and graduated from the program in the first month.

At the February 8, 2022 Commerce Township Board of Trustees meeting, the Board of Trustees voted to approve both ballot language for a millage renewal as well as placing the millage on ballot for the August, 2022 election. I have included the resolution for your review.

The proposed programming policy, approved by the Library Advisory Board in January, was forwarded to the Township's attorney. The attorney's review is not yet complete.

COVID quarantine continues to impact staffing; staff members were quarantined for 17 days over the last month.

Commerce Township Community Library, Wixom Public Library and Walled Lake City Library have collaborated with Walled Lake Consolidated Schools to hold a student library card drive. Through mid-March, virtual card registration will be publicized weekly in the WLCSD e-newsletter. CTCL has issued 114 student cards as of February 17, 2022. We are pleased with how this partnership has worked and we look forward to running similar library card drives in the future.

Commerce Township Community Library closed early, at 5:00 pm, on February 17, 2022 due to poor weather. The Library was also closed due to inclement weather on February 2, 2022.

Congratulations to librarian Anjel Lyman on her new position! Anjel will be transitioning from serving as a part-time Adult Services Librarian to the vacant Teen Services Librarian position. Anjel has been a mainstay at CTCL for the last 17 years, as a patron, as the first Teen Advisory Board member, as a volunteer, a library page and a part-time librarian. An internal candidate, Brannon McCullough, will be the part-time Adult Services Librarian.

b. Program Statistics

c. Library Statistics

Library Director Lobert reviewed the January 2022 library program and statistics with Board members.

ITEM 7: OLD BUSINESS

None

ITEM 8: NEW BUSINESS

a. Friends of the Commerce Township Community Library

Library Director Lobert said she is grateful for the continued support of the Friends of the Commerce Township Community Library. They have donated nearly \$5,000 for youth, teen and adult programming, funding the library's indoor plant maintenance service, and purchasing the popular BookPage publication for our patrons.

If anyone is interested in supporting the Friends of the Commerce Township Community Library, they can purchase a membership, shop at their book sale (April 27-May 1, 2022) or donate blood at their Red Cross blood drives (March 8 and June 21, 2022).

Friends of Commerce Township Community Library Treasurer's Report

Beginning Balance	01-01-2021	\$25,199.34
Total Additions		\$11,391.03
Total Expenses		\$ 7,663.85
Ending Balance	12-31-2021	\$28,926.52

b. Meeting Room Policy

Library Director Lobert said use of the meeting rooms is increasing. With the additional demand for the White Pine and Dodge rooms, we have encountered a handful of instances where the existing policy is not clear or does not adequately reflect the restrictions to and responsibilities of the room renter. She is drafting updates to the Meeting Room Policy and is asking for the Board's input on issues such as renting to businesses, political functions/fundraiser and rental fees. Discussion followed. Library Director Lobert will bring a draft policy back to the Board for review.

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner:

- The sidewalk project at the Richardson Center was approved. The sidewalk will go around the back of the building to the patio and the "kayak launch".
- The Township approved the Request for Proposal Equestrian Activities for a Concessionaire Agreement for the Horse Farm located at 2552 Wixom Road.
- Prime 7 at 8635 Cooley Lake Road was approved for light entertainment (acoustical instrument) inside the building.
- Jay James, Building Official is working on a rental inspection program.
- The Township Board is in support of moving forward with a study on the Union Lake Road traffic congestion.
- The Library Millage approved with the levy of 0.6601 of one mill for a period of 10 years.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Magner, supported by LaFond, to adjourn the meeting at 8:11 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, March 23, 2022.

