

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
February 24, 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

John Padula, MERGE LIVE, Multimedia Group is the host for the meeting.

CALL TO ORDER Barbara Garbutt, Chairperson called the meeting to order at 7:03 pm.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Vanessa Magner, Township Board Trustee
Betsy LaFond, Secretary
Barry Hiscox
Shane Lakner
Judy Sternberg

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Magner, supported by Sternberg, to approve the February 24, 2021 Library Board Agenda.

ROLL CALL VOTE

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

NAYS:

MOTION CARRIED UNANIMOUSLY

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Lafond, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of January 27, 2021, with a correction to page 2, **Item 6: Administrative Reports a. Director's Report** change "despite the being" to "despite being" in the first sentence.

ROLL CALL VOTE

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

NAYS:

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending January 31, 2021. (6.4% of the budget was spent so far this year)

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

I am pleased to announce the promotion of Alexis Shirk to full-time Adult Services Librarian. Alexis has been with Commerce Township Community Library since 2012. Alexis started in the circulation department and, most recently, served as our part-time Adult Services Librarian. Alexis is filling the position left vacant by a recent staff resignation; she will transition to the full-time role in the next few weeks. We have posted the vacant part-time librarian position and we look forward to welcoming a new librarian to our team soon.

Thank you to Director of Technology Ben Sebrowski and Teen Services Librarian Shelby Fox-Purrier-Rivera for their continued efforts to ready Chromebooks for patron circulation. We are excited to offer the Chromebooks for two-week checkout to Commerce Township Community Library patrons. Combined with the checkout of a WiFi hotspot, these recent additions to our collection provide a patron with a full internet-browsing experience at home or on the road.

I am working with our sign vendor, SignGraphix, to add additional safety signage for the library's drive-up services.

Commerce Township Community Library's RB Digital downloadable magazine service is moving platforms: it will now be located within Overdrive and the Libby app. Overdrive acquired RB Digital in June, 2020 and is moving to consolidate the two applications. We expect that patrons will appreciate the convenience of having a single account to access both of these very popular digital services. The Library has recently added two additional digital services and is currently evaluating a third. The additions include a subscription to DeskTracker, which has greatly simplified the library usage statistics that are tracked daily and submitted with the Library's annual State Aid report. We have also subscribed to Niche Academy, which is an online learning platform made for libraries that includes ready to-use video tutorials for many common library services; these video tutorials are embedded on our website and provide on-demand help to patrons who are utilizing our wealth of electronic databases and downloadable materials. Our librarians are evaluating JobNow, which provides live interactive online help combined with online resources for jobseekers.

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

The board book shelving is scheduled to arrive tomorrow.

Our library, in conjunction with Walled Lake City Library and Wixom Public Library, will host Oakland County Executive, Dave Coulter for a community conversation townhall style virtual event on March 4, 2021 at 1:30 p.m.

LaFond asked for an update on the music box that may be placed in the library. There has been no decision made yet, therefore this will remain on the Table.

b. Program Statistics

The take home programs kits are still very popular. The kits are limited to the number of patrons that registered for them. In the event the kits are not picked up, they will be given to patrons who did not register, but are in the library at that time.

c. Library Statistics

Library Director Lobert reviewed the January 2021 Statistics with the Board.

ITEM 7: OLD BUSINESS

a. Resolution adopting procedures for remote electronic meetings and attendance

MOTION by Lakner, supported by Hiscox, to approve the Resolution of The Library Advisory Board of The Charter Township of Commerce Adopting Procedures for Remote Electronic Meetings and Attendance.

ROLL CALL VOTE

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

NAYS:

MOTION CARRIED UNANIMOUSLY

ITEM 8: NEW BUSINESS

a. Resolution adopting residency requirements

MOTION by Magner, supported by Lakner, to approve the Resolution of The Library Advisory Board of The Charter Township of Commerce Adopting Residency Requirement for Its Members.

ROLL CALL VOTE

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

NAYS:

MOTION CARRIED UNANIMOUSLY

ITEM 9: TOWNSHIP BOARD REMARKS

Vanessa Wagner reported on the following:

- The Township Board of Trustees signed a Resolution honoring Mark Stacey for his dedication to the Township. They put the Resolution on a plaque and presented it to his family.
- Fire Station #3 is estimated to be complete in October 2021.
- The Planning Commission recommended approval of two developments in the Township: The Townes at Merrill Park on Martin Road consisting of 103-unit attached townhome condominiums and the Reserve at Crystal Lake off of Sleeth Road consisting of 200-unit single family site condominiums.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt gave a special "welcome back" to Judy Sternberg.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Sternberg, to adjourn the meeting at 7:28 p.m.

ROLL CALL VOTE

AYES: Lakner, Sternberg, Garbutt, Pernick, Wagner, LaFond, Hiscox,

NAYS:

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 24, 2021.

