

Final  
**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
March 22, 2023  
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  
Barry Hiscox  
Shane Lakner  
Donald Petersen

**Absent:** Jason Pernick, Vice Chairperson (excused)  
Vanessa Magner, Township Board Trustee (excused)

**Also Present:** Alyson Lobert, Library Director  
Larry Gray, Supervisor

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Laker, supported by Hiscox, to approve the March 22, 2023 Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

**ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING**

**MOTION** by Lakner, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of December 14, 2022, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

An email was received from someone asking about our Teen Program that was called "Anti Valentines Day Party". We changed the name to "Not your average Valentines Party".

An email was received from someone stating their disappointment with Teen Program "New Year, New Tattoo". They feel the Commerce Library is encouraging children to permanently alter their bodies and urges the library to cancel this type of program.

**ITEM 4: CORRESPONDENCE (continued)**

An email was received from someone complimented Youth Librarian Marissa Boisclair for leading the Music and Movement Storytime. They attended the program with their granddaughter and enjoyed it very much.

*Forms submitted in the comment box:*

Anjel's programs are so enjoyable for my daughters.

Praised the excellent staff at the library and is happy that LGBTQ resources are available.

Cathy Wiseman sent in a note thanking library staff for always being so helpful with Aaron's orders.

**ITEM 5: FINANCIAL REPORT**

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending December 31, 2022 (100% of the budget was spent this year) and the end of February 2023 (under 12% of the budget was spent so far).

**ITEM 6: ADMINISTRATIVE REPORTS**

**a. Director's Report**

Library Director Lobert –

*January 19, 2023 report:*

The new year brought staffing changes to the Commerce Township Community Library. Brannon McCullough, previously a part-time librarian at CTCL, was promoted to the new full-time Adult Services Librarian position. Brannon has worked at CTCL for five years: first as a circulation clerk and, for the last year, as a part-time librarian. We are thrilled to have him on a full-time basis and we know our library patrons are too.

Sadly, Shane O'Neal, another Adult Services Librarian, recently left us for a new position at the Canton Public Library. We are so appreciative for Shane's four years of service to the residents of Commerce Township and we will miss him terribly. The role left vacant by Shane's departure was posted; we received 12 applicants for the vacancy. Head of Information Services Trista Reno and I will start interviews soon; I hope to have a new librarian hired by mid-February.

Commerce Township Community Library was the place to be during the second week of January! As in past years, the Library was a popular place for high school students to study during their final's week. The Library's eight study rooms were, as usual, a huge draw: at points we had as many as 13 groups waiting for their turn in a study room. I owe a special thanks to Anjelica Lyman, Teen Librarian, for working every evening of

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

study week to provide special programming and an extra set of hands during a very busy week.

Commerce Township Community Library has added a new database for our sports-loving residents to enjoy. The Athletic, a subscription sports website recently acquired by the New York Times, delivers in-depth sports coverage. Access includes everything from breaking news and live commentary to long-form features, exclusive interviews, podcasts and more. Create an account and get started here: <https://tinyurl.com/CTCL-TheAthletic>

CTCL's librarians hosted a winter reading program where, instead of earning prizes, the participants earned food for the hungry who live in our community. During a giving-focused time of year, we thought that our patrons would value the opportunity to make a difference in their community in addition to reading a lot of really great books. Our patrons jumped on this opportunity and exceeded the reading goal! The Friends of the Commerce Township Community Library and an individual donor teamed up to gift \$1,120 to each organization. On behalf of the Library and our patrons, I want to express my thanks to the Friends for supporting this charitable endeavor. We hope to make this an annual event.

**February 15, 2023 report:**

Continuing with their 16 years of incredible support of Commerce Township Community Library, the Friends of the Commerce Township Community Library have generously budgeted \$3,500 for adult programming, \$3,500 for youth/teen programming and \$1,800 to provide the donation incentive for another year of the Read to Feed challenge. We are so thankful for their hard work and continued support. The Friends of the Library's spring used book sale will take place May 3-7, 2023.

I am happy to share that we have offered the full-time Adult Services Librarian to a great candidate who has accepted the position. We are waiting on the results of a background check before we set a start date but I anticipate that it will be in early March. We have also recently posted a part-time circulation clerk position to accommodate a reduction in work hours among a few existing circulation clerks. Interviews for that position will start this week.

In other staffing news, the Township Board of Trustees approved of an additional staff member for the Township's Technology Department. The majority of the technology specialist's responsibilities will be at the Library and, as a result, their office will be at the Library. The technology specialist will report to Director of Technology Ben Sebrowski. The Township's Technology Department is integral to the Library's service to our residents and I look forward to working with the new technology specialist.

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

Thank you to Township Supervisor Gray for coordinating Oakland County Sheriff's Office safety training for Library staff. It had been a few years since we last had active shooter training and it is beneficial to have a periodic reminder. In late March, Commerce Township Fire Department staff will be at the Library to provide two sessions of CPR/AED training for Library staff.

We have been chipping away at a few building projects. The teen room shelving that was included in the 2023 budget is slated to arrive in late February. The Library's sign vendor is mocking up signage for our slatwall new display as well as signs for a few other locations in the building. I am also working with Supervisor Gray on the Library's generator project. We are currently gathering quotes and I hope to have an update on that project soon.

Youth Services Librarians Lauren Aquilina and Marissa Boisclair, in addition to Teen Services Librarian Anjelica Lyman, will be attending the Michigan Library Association's Spring Institute for Youth Services in Ann Arbor at the end of March. The two-day conference is geared towards youth and teen librarians.

After a three-year absence, the Walled Lake Consolidated School District's K-12 art show will be returning to the Library in late May. Details to come!

**March 15, 2023 report:**

We have a lot of new faces at the Commerce Township Community Library! Welcome to:

- Jacob Szpytek, Adult Services Librarian (full-time): Jacob joins us from the White Lake Township Library
- Angela Quick, Librarian (part-time)
- Becky Moericke, Circulation Services Assistant (part-time)

The Technology Department has a new staff member, too! Evan Kennedy has been hired as the new technology specialist. Evan will report to Ben Sebrowski, Director of Technology, but Evan's responsibilities will be primarily within the Library. Evan's first day is Monday, March 20, 2023.

We are also hosting Oakland Community College Library Services and Technology program student Gisele Lopez for her practicum. Gisele will observe and work alongside our staff to gain practical library experience through; her internship is 90 hours and runs through early May.

The Friends of the Commerce Township Community Library have had a busy start to 2023. The Friends group hosted an American Red Cross blood drive at the library on March 7, 2023; the blood drive resulted in 37 pints of blood, exceeding their goal of 31 pints. The Friends will host another blood drive on June 13, 2023. The Friends of the

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

Commerce Township Community Library members are also gearing up for another spring book sale: the spring used book sale will be held May 3-7, 2023. If you're interested in signing up to volunteer, you can register at [tinyurl.com/friends-spring-2023](https://tinyurl.com/friends-spring-2023).

After a three-year absence, the Walled Lake Consolidated School District's K-12 art show is returning to the Library. The art show will be installed on Friday, May 19 and is scheduled to come down on Tuesday, May 30. More details to come!

Library Design Associates have installed the new teen room shelving. While there are a few finishing touches to complete, we are really happy with how this project turned out.

Librarians have been busy planning and executing programs for our residents. Our Thursday morning Music and Movement Storytime has proven so popular that we have added an additional session. Little ones can now move and groove at 10:15 am or 11:00 am on Thursdays. Congrats to Youth Librarian Marissa Boisclair for putting together a storytime that has really captured the attention of our youngest residents and their caregivers.

**b. Program Statistics**

**c. Library Statistics**

Library Director Lobert reviewed the 2022 Year End Statistics and the February 2023 library program and statistics with Board members.

Littleguide Magazine listed Commerce Township Community Library as one of the best libraries to visit with kids in Metro Detroit.

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. Signage Update**

Library Director Lobert –

- A new fiction wall was ordered from Sign Graphics in February. We are waiting for delivery.

She received 3 quotes for the purchase of a Maker Space table.

**b. Website Update**

Library Director Lobert said The Township Board approved to have our websites redesigned and awarded the bid to Muniweb. She asked Board members to look at the City of Novi and their public library's website and let her know if there is anything they like or dislike when rebuilding the Library's website.

**ITEM 8: NEW BUSINESS**

It is time to think about updating the Library’s logo prior to rebuilding the website. Any suggestions? Discussion took place. Director Lobert will work on this and present some samples to the LAB.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Gray reported on the following:

- Updated the Board on the cost and construction of the new Oakland County Sheriff’s Office Substation at 2019 Township Drive.
- The Township awarded Lystek International (Lystek) a Design-Build Contract to implement a sustainable Class A biosolids resource recovery program at the Commerce Wastewater Treatment Plant (WWTP). This will involve bio-chemically changing sludge(wastewater) into biosolids fertilizer and sell it to farmers. This will save the township money by not having to haul it away to an offsite local landfill. We will use 2 million dollars from our American Rescue Plan Fund and a 2 million dollar federal grant for the Lystek System. We will not raise sewer funds to pay for this. They will also try to obtain 2 million dollars from Oakland County,
- We received a grant for the Novel Branch kiosk.
- Update on the Horse Farm – Will not be sold or demolished. The house will be taken down because it is unrepairable. We will be looking for another concessionaire to continue equestrian programs and other programs that will benefit Commerce Township residents.

**ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

**MOTION** by Lakner, supported by LaFond, to recommend The Township Board of Trustees approve the purchase of a Maker table from Kay-Twelve LLC, Quote MP-10215-HASKELL, at a cost of \$5,107.57. **MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

None

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Hiscox, to adjourn the meeting at 8:19 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, April 26, 2023.**