

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
October 25, 2023  
2009 Township Drive  
Commerce Township, Michigan 48390**

**CALL TO ORDER** Barbara Garbutt, Chairperson, called the meeting to order at 7:01 pm.

**ROLL CALL:**

**Present:** Barbara Garbutt, Chairperson  
Jason Pernick, Vice Chairperson  
Betsy LaFond, Secretary  
Barry Hiscox  
Shane Lakner  
Donald Petersen

**Absent:** Vanessa Magner, Township Board Trustee  
(excused)

**Also Present:** Alyson Lobert, Library Director

Kaitlyn Bessonon, student from Lakeland High School was present.

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by Hiscox, to approve the October 24, 2023, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

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

**MOTION** by LaFond, supported by Pernick, to approve the Library Advisory Board Meeting Minutes of September 27, 2023, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: CORRESPONDENCE**

Beyond Books Suggestion Card submitted:

October 10, 2023 – Ye Chen is interested in the library establishing a bridge card c club.

*Comment cards submitted:*

October 18, 2023 – Benjamin Swartz said the doors to the youth room will not open for him.

October 17, 2023 – Bill Nastali thanked Becky for helping him check out a DVD that was reserved for him.

#### **ITEM 4: PUBLIC COMMENTS**

None

Chairperson Garbutt said she attended a Senior Expo at the Richardson Senior Community Center on October 12, 2023. She stopped at one of the exhibitors' tables (Affinity) and spoke to a representative from a senior living community that is on Martin Parkway. He was thrilled to hear that they were getting a book kiosk in their facility.

Chairperson Garbutt attended the Community Read at the Novi library on October 24, 2023. She encourages more people attend the event because it is worthwhile to hear authors speak about their books.

#### **ITEM 5: FINANCIAL REPORT**

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending September 30, 2023 (65% of the budget was used so far this year).

#### **ITEM 6: ADMINISTRATIVE REPORTS**

##### **a. Director's Report**

Library Director Lobert –

Halloween events, a documentary screening, LEGO Club and a program about herbal tea: October's library programming is vast! We are especially excited about the upcoming Trail-or-Treat, held in conjunction with Parks and Recreation, and we are crossing our fingers for good weather! Commerce Township Community Library's upcoming events for youth, teens and adults are available on the Library's event calendar at: <https://commercelibrary.evanced.info/signup>

The Commerce Township Board of Trustees approved the purchase of a 250kw emergency generator for the Library. While installation will not occur until 2024, the generator has been ordered. Thank you to the Library Advisory Board for your continued support of the generator project.

On Tuesday, October 10, I gave a preliminary presentation of the proposed 2024 budget for the Library. I fielded a lot of thoughtful questions from the Trustees, especially regarding proposed staffing adjustments for 2024. While the budget process continues, the Library Advisory Board can use that time to look over and provide insight on two proposed job descriptions that will, hopefully, be included in the 2024 budget.

CTCL patrons participated in a no carve pumpkin decorating contest. The entries are on display in the youth room.

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

Head of Information Services Trista Reno and Adult Services Librarian Alexis Shirk are attending the Michigan Library Association annual conference in Kalamazoo this week. I am grateful that the Library maintains an education budget so that staff members can participate in periodic continuing education.

Imagination Library registration update: 834 Commerce Township children under the age of five are currently enrolled in the program; 266 children have turned five and graduated from the program. In 2023 alone, Imagination Library of Commerce Township has mailed over 8,000 books in 2023!

We are on the cusp of serving as an early voting site for the first time. As Commerce Township is not holding elections, the Library will be the early voting site for Walled Lake and Wixom voters. During the early voting period, voters are issued a ballot and can then insert their ballot directly into a tabulator at their early voting site. Early voting begins on October 28th and will run through November 5th.

We hired a library page and unfortunately, they resigned.

**b. Program Statistics**

**c. Library Statistics**

Library Director Lobert reviewed the September 2023 Program and Library statistics with Board members.

From Trista Reno Head of Information Services:

I am pleased to provide a brief update on the recent achievements of our Adult Librarian, Alexis Shirk, and her exceptional programs:

1. August- Sister Pie (30 spots): The Sister Pie event reached full capacity, with all 30 spots quickly taken, showcasing the community's strong interest in diverse and engaging programming.
2. September- Shodo Calligraphy and Tea (40 spots): The Shodo Calligraphy and Tea event continued the success trend, with all 40 spots claimed. The program resonated with attendees and underscored our commitment to cultural enrichment.
3. October- No-Carve Pumpkin Contest (20 spots): The creative No-Carve Pumpkin Contest successfully filled all 20 spots, highlighting the appeal of themed initiatives.

In addition, our July Beatles concert, held outdoors, drew an impressive audience of 150+, demonstrating our library's ability to engage the community beyond its walls.

The June Lighthouse program nearly sold out with 46 out of 50 spots filled, emphasizing the sustained popularity of our diverse offerings.

**ITEM 6: ADMINISTRATIVE REPORTS (Program/Library Statistics continued)**

Trista Reno letter continued:

Our Yoga program, especially in September, continues to thrive with over 20 participants actively engaging in wellness activities.

With 11 years of dedicated service, Alexis has evolved into a successful librarian, aligning seamlessly with our library's commitment to providing high-quality and engaging content.

I look forward to sharing additional staff achievements in the future. Thank you for your continued support.

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. Job Descriptions**

Library Director Lobert -

Commerce Township Community Library's 2024 draft budget features the proposal to create two new positions:

- a. Marketing and Programs Manager
- b. Youth Services Librarian II

The proposed Marketing and Program Manager is currently the Youth Services and Outreach Librarian. Both staff members proposed to move to Youth Services Librarian II are in the Youth Services Librarian role.

Review of the job descriptions took place.

**b. Strategic Planning**

Review of the Strategic Planning Process Timeline took place. The process will begin in December 2023. The LAB will meet in the evening.

**c. Library Furniture**

Library Director Lobert would like to get the recommended furniture ordered in early January 2024.

**ITEM 9: TOWNSHIP BOARD REMARKS**

None

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

**MOTION** by Pernick, supported by Lakner, to recommend to the Township Board of Trustees approval of the Charter Township of Commerce Township Community Library job descriptions for Marketing and Programs Manager and Youth Services Librarian II, as proposed by Library Director Lobert. **MOTION CARRIED UNANIMOUSLY**

**MOTION** by Lakner, supported by Pernick, to recommend to the Township Board of Trustees approval to purchase Picture Book Shelving, five (5) Agati Pods and Robin Room Tables, as proposed by Library Director Lobert, in the amount of \$65,373.00 from Library Design Associates. **MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

None

**ITEM 12: ADJOURNMENT**

**MOTION** by Pernick, supported by LaFond, to adjourn the meeting at 7:45 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, December 13, 2023, at the Commerce Township Community Library.**