

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
January 26, 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
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
Vanessa Magner, Township Board Trustee
Barry Hiscox
Shane Lakner
Donald Petersen

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Laker, supported by Magner, to approve the January 26, 2022 Library Advisory Board Meeting Agenda with an addition to **ITEM 8: NEW BUSINESS a. Spring Institute (MLA)**. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Magner, to approve the Library Advisory Board Meeting Minutes of December 8, 2021, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

The following forms were submitted either in the library's comment box or mailed to the library:

Jennifer Luther requested the book Breakwater by Catherine Payne. (this request was forwarded to the Young Adult Librarian)

Debbie Gibson applauded the library and staff.

Lori Untch applauded library employees, Shelby and Journey, for a great experience when they attended the Forge.

ITEM 4: CORRESPONDENCE (continued)

Josephine said the DVD Collection is placed too low to browse the DVD's. (some of the DVD's were moved higher on the shelves)

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending December 31, 2021. We spent 94.29% of the budget that was projected for 2021.

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert:

Dolly Parton's Imagination Library is live in Commerce Township. We rolled out the program with a social media post on Thursday, January 13, 2022. In the first 12 hours, 280 eligible children (under 5 years in age, living in Commerce Township) had registered. We have received a lot of positive feedback about bringing this program to our residents; the interest has been overwhelming! As of Friday, January 21, 2022 we have 441 children enrolled. While some children will not be in the program for all of 2022 (due to moving or due to aging out of the program), this number of children will put the cost over the amount that was budgeted. As of today's date we have 458 children enrolled.

January also featured the debut of two new digital services to Commerce Township residents. Library cardholders have expanded access to downloadable books and audiobooks with an expanded collection from digital vendor Hoopla. Cardholders also have new unlimited access to the New York Times online as well as New York Times Cooking and Games. Access the New York Times, as well as the Wall Street Journal, at <https://commercelibrary.info/databaselibrary/>.

The Library has seen a recent rise in staff absenteeism due to illness. I am monitoring the situation closely and, if needed, will work with Supervisor Gray to temporarily reduce hours or services in order to keep the Library open. I am grateful to Library staff members for being flexible with their work schedules and willing to help in the absence of their colleagues. Keeping the Library operational seven days a week truly takes a team and we have an exceptional team.

Congratulations to librarian Lauren Aquilina on her new position. Lauren will be transitioning from serving as a Teen Services Librarian to our new Youth Services Librarian. We have two internal candidates interested in moving to the vacant Teen Services Librarian position. Trista Reno, Head of Information Services, and I will interview the candidates next week.

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

Download Destination, the eBook consortium that Commerce Township Community Library is a member of, circulated over one million titles in 2021. Commerce Township is the consortium's 6th highest lender of downloadable books and audiobooks; Commerce Township patrons checked out 48,932 items in 2021.

The library's Annual State Aid Report was submitted. This information is used by the State of Michigan to evaluate library services in the state and in the country. We were awarded 21.5 cents per Commerce Township resident.

We are collaborating with Walled Lake Consolidated Schools, Walled Lake City Library and Wixom Public Library to hold a library card drive for students. We made a digital form that will go into the districts e-newsletters on a weekly basis through the middle of March 2022.

Trustee Magner asked for an update on hiring someone to monitor students in the library. Library Director Lobert said she has not posted or hired for the Building Monitor position yet. She wanted to observe the library during study week, which was two weeks ago. It was busy but they were not faced with any problems. She will continue to monitor this as the library gets a little busier and report back to the Board.

b. Program Statistics

c. Library Statistics

Library Director Lobert reviewed the December 2021 library program and statistics with Board members.

ITEM 7: OLD BUSINESS

a. Programming Policy Draft

Library Director Lobert reviewed the draft Programming Policy with Board members.

MOTION by Lakner, supported by LaFond, to forward the Commerce Township Community Library's Program Policy to the Township Attorney for review.

MOTION CARRIED UNANIMOUSLY

b. Imagination Library Update

Library Director Lobert:

CTCL launched Dolly Parton's Imagination Library on Thursday, January 13, 2022. The launch of the program was met with enthusiasm and a lot of registrations.

Based on projections from Imagination Library, we budgeted \$7,000 to fund the program in 2022. This is not enough to support the current enrollment.

As of 12 pm on Friday, January 21, 2022 441 children are registered.

ITEM 7: OLD BUSINESS (Imagination Library Update continued)

366 registrants are expected to be in the program for the full calendar year (\$2.10 per month x 11 months = \$23.10 per child).

75 children turn 5 years old during 2022. Children graduate from the program on the month of their 5th birthday.

\$8454.60 (366 children x 11 months)
\$ 42.00 (10 soon-to-be-5 x 2 months)
\$ 56.70 (9 soon-to-be-5 x 3 months)
\$ 50.40 (6 soon-to-be-5 x 4 months)
\$ 94.50 (9 soon-to-be-5 x 5 months)
\$ 113.40 (9 soon-to-be-5 x 6 months)
\$ 73.50 (5 soon-to-be-5 x 7 months)
\$ 201.60 (12 soon-to-be-5 x 8 months)
\$ 170.10 (6 soon-to-be-5 x 9 months)
\$ 126.00 (6 soon-to-be-5 x 10 months)

\$9382.80 projected total for children registered as of January 21, 2022.

Discussion took place on whether the budget should be amended to a higher amount right now or wait and see how many more children register for the program. Library Director Lobert will monitor registration and provide the Library Board with an update and revisit this during the April 2022 meeting.

ITEM 8: NEW BUSINESS

a. Spring Institute (MLA)

Library Director Lobert said this seminar is targeted toward Youth and Teen Librarians and is held in Mt. Pleasant, Michigan on March 10-11, 2022. Lauren Aquilina, Youth Services Librarian is interested in attending the seminar.

MOTION by Hiscox, supported by Lakner, to approve Lauren Aquilina, Youth Services Librarian to attend the Spring Institute for Youth Services 2022: Level Up on March 10-11, 2022 in Mt. Pleasant, Michigan. **MOTION CARRIED UNANIMOUSLY**

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner:

- The Township Board of Trustees had a joint meeting with the Planning Commission yesterday to discuss the Master Plan. They would like to receive feedback from the community on what their vision is for the Township.
- A Resolution was approved to apply for a grant to construct a non-motorized pathway along the north side of Fourteen Mile Road (Long Park) connecting to MDOT's Metro Trail along the west side of M-5.

ITEM 9: TOWNSHIP BOARD REMARKS (Trustee Magner continued)

- The purchase of 2 roller manually-operated shades for the south-facing clerestory windows in the library's adult reference area from The Sheer Shop was approved.
- Hickory Glen Park improvements were approved. This will create additional parking areas.
- Fire Station #3 is up and running.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt –

- There was past discussion on penal fines and she was against getting rid of them. After more thought, she feels the younger children have no control over fines or bringing back a checked out item to the library; this should be the parent's responsibility. What if we gave some thought of children up to a certain age will not incur any fines? Library Director Lobert said she will review some articles on "fine free" libraries and the philosophy on why you would do this and report her findings back to the Board and see if we would like to pursue this further.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Hiscox, 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, February 23, 2022.