

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
September 27, 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
Vanessa Magner, Township Board Trustee
Barry Hiscox
Donald Petersen

Absent: Jason Pernick, Vice Chairperson (excused)
Betsy LaFond, Secretary (excused)
Shane Lakner (excused)

Also Present: Alyson Lobert, Library Director

Antonino Militello, Lakeland High School Student, was present.

ITEM 1: APPROVAL OF AGENDA

MOTION by Magner, supported by Hiscox, to approve the September 27, 2023, Library Advisory Board Meeting Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Garbutt, supported by Magner, to approve the Library Advisory Board Meeting Minutes of August 23, 2023, as submitted. **MOTION CARRIED UNANIMOUSLY**

Ashley Moran, Youth Services and Outreach Librarian gave a presentation on the Summer Reading Program.

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Library Director Lobert reviewed the Revenue and Expenditure Report for the period ending August 31, 2023 (66% of the budget was used so far this year).

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Library Director Lobert –

This month at the library, we are getting back into our usual routine of programming. Storytimes resumed on Tuesday, September 5 and many other popular, regular programs are also returning for the fall. Program highlights include: a Halloween costume swap, book club at the Richardson Center, a presentation by the South-East Michigan Ghost Hunters Society and a competitive jigsaw puzzle race, where teams will compete to find out who can put together a puzzle the quickest. 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>

We are excited to once again be a participating library in the annual Community Reads event. Seven area libraries (Lyon Township, Northville, Novi, Salem-South Lyon, Walled Lake, and Wixom, in addition to Commerce Township) will encourage our readers to check out a copy of *Mika in Real Life* by Emiko Jean. This great multi-community event brings neighboring libraries together to strengthen community ties and promote literacy. Community Reads culminates with an event with the author, which will be held at Novi Library on October 24, 2023.

We added a new library page to our roster, Stephanie Swartz. Stephanie was one of the volunteer teen leaders this summer and we are thrilled to welcome her to our staff. Unfortunately, library page Steve Puroll has resigned from his job. Steve's position has been reposted and we hope to fill that role quickly.

CTCL and Parks and Recreation are teaming up for a new Halloween event! If you know a business or an organization that may want to participate by handing out candy, or if you want to participate yourself, please let me know and I will assist with registration. The community's interest is high so we are hoping to offer a large number of candy stations for the kids to visit as they trick-or-treat through Dodge Park. This will be held on October 27, 2023 from 6-8:00 PM.

The new township website is up and running.

We are investigating new event calendars.

b. Program Statistics

c. Library Statistics

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

ITEM 7: OLD BUSINESS

a. 2024 Budget

Library Director Lobert discussed the library's 2024 draft budget with the Board:

- Staffing Adjustments
- Program Expenses
- Imagination Library
- Furniture
- Electronic Library System
- Overdrive
- Unfinished 2023 Projects

ITEM 8: NEW BUSINESS

a. 2024 Holiday Closures

New Year's Day	Monday, January 1, 2024
New Year's Eve observed	Tuesday, January 2, 2024
Martin Luther King Day	Monday, January 15, 2024
Presidents' Day	Monday, February 19, 2024
Easter Sunday	Sunday, March 31, 2023
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day before	Wednesday November 27, 2024 5 p.m. close
Thanksgiving	Thursday, November 28, 2024
Thanksgiving Friday	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas	Wednesday, December 25, 2024
New Year's Eve	Tuesday, December 31, 2024
New Year's Day	Wednesday, January 1, 2025

MOTION by Magner, supported by Peterson, to approve the Commerce Township Community Library 2024 Holiday Closing Schedule.

MOTION CARRIED UNANIMOUSLY

b. 2024 LAB Meeting Schedule

January 2023
Wednesday, January 24, 2024

February 2023
Wednesday, February 28, 2024

March 2023
Wednesday, March 27, 2024

ITEM 8: NEW BUSINESS (2024 LAB Meeting Schedule continued)

April 2023

Wednesday, April 24, 2024

May 2023

Wednesday, May 22, 2024

June 2023

Wednesday, June 26, 2024

July 2023

Wednesday, July 24, 2024

August 2023

Wednesday, August 28, 2024

September 2023

Wednesday, September 25, 2024

October 2023

Wednesday, October 23, 2024

December 2023

Wednesday, December 11, 2024* (Moved to 2nd Wednesday to combine November/December meetings)

MOTION by Magner supported by Hiscox, to approve the Library Advisory Board 2024 Regular Meeting Schedule. **MOTION CARRIED UNANIMOUSLY**

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner –

- The Township Board is working on the 2024 Township budget.
- Approved snow plowing SAD contracts.
- Approved the purchase of office furniture for the Oakland County Sheriff's Sub-Station.
- Approved 2 Novel Branch kiosks to be installed at The Avalon of Commerce Township and the Richardson Senior Center.
- Approved The Parks and Recreation Committee's request to purchase 20 ADA compliant picnic tables for township parks.
- Representatives from Silo Farms gave a presentation to be the concessionaire at 2552 Wixom Road.
- Approved distribution of the Planning Commission Master Plan.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Hiscox, supported by Magner, to recommend to the Township Board approval of the Commerce Township Community Library 2024 Budget.

MOTION CARRIED UNANIMOUSLY

MOTION by Magner, supported by Peterson, to recommend to the Township Board the purchase of a 250kw generator for the Commerce Township Community Library from Corby in the amount of \$209,900, \$100,000 to be paid in 2023 and \$110,000 to be paid in 2024.

MOTION CARRIED UNANIMOUSLY

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Garbutt, supported by Hiscox, to adjourn the meeting at 8:02 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, October 25, 2023, at the Commerce Township Community Library.