

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
August 26, 2020  
180 E. Commerce Road  
Commerce Township, Michigan 48382**

Due to Governor Whitmer's Executive Order to "Stay Home, Stay Safe", this meeting was held via Zoom, video conferencing technology.

Ken Milburn, President of MERGE LIVE, Multimedia Group is the host for the meeting.

**CALL TO ORDER:** Jason Pernick, Vice Chairperson called the meeting to order at 7:10 pm.

**ROLL CALL:**

Present: Barbara Garbutt, Chairperson  
Jason Pernick, Vice Chairperson  
Betsy LaFond, Secretary  
David Scott, Township Supervisor  
Barry Hiscox  
Shane Lakner

Absent: Judy Sternberg (excused)

Also Present: Alyson Lobert, Library Director

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Scott, to approve the August 26, 2020 Library Board Agenda.

**ROLL CALL VOTE**

**AYES:** LaFond, Scott, Lakner, Pernick

**NAYS:**

**ABSENT:** Hiscox, Sternberg, Garbutt

**MOTION CARRIED UNANIMOUSLY**

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

**MOTION** by Lakner, supported by Scott, to approve the Library Advisory Board Meeting Minutes of July 22, 2020, as submitted.

**ROLL CALL VOTE**

**AYES:** Lakner, Scott, Pernick, LaFond

**NAYS:**

**ABSENT:** Hiscox, Sternberg, Garbutt

**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

There were no public comments

**ITEM 4: CORRESPONDENCE**

None

**ITEM 5: FINANCIAL REPORT**

Alyson Lobert, Library Director, reviewed the Revenue and Expenditure Report for period ending July 31, 2020. So far this year approximately 44.91% of the budget was spent.

**ITEM 6: ADMINISTRATIVE REPORTS**

**a. Director Lobert's Report**

The Youth Librarian position left vacant by Amanda Vorce's resignation will be filled shortly. Trista Reno, Head of Information, is just wrapping up interviews. We received applications from many talented youth librarians; we are excited to welcome a new member to our team within the next few weeks.

The Library's new drive-up window project is on the verge of completion. I anticipate the last bit of construction to take place this week. We will start with a soft roll-out of the drive-up window as we troubleshoot the new workflow; publicizing this new service will commence at the beginning of September 2020.

The Commerce Township Community Library continues at the grab-and-go stage of reopening, which began on Tuesday, July 7, 2020. Library patrons who are comfortable entering the building may browse materials or utilize the public computers; curbside service continues for individuals who would rather remain outside. Patrons are largely compliant with mask requirements and understanding of the restrictions of this phase of reopening.

The Commerce Township Board of Trustees approved the updated Patron Behavior Policy at their August 2020 meeting. Next up for approval by the Commerce Township Board of Trustees is the Library's 2021 budget.

The Friends of the Commerce Township Community Library have cancelled their planned October 2020 book sale. The Friends suspended their activities in March 2020; donations are currently not being accepted. I am working with the Friends to determine if/when they would like to receive donations and resume book sorting and, upon their return, how we can accomplish their activities safely. The Friends of the Commerce Township Community Library will hold an outdoor board meeting on Wednesday, September 2, 2020.

Today, we had the return of the Richardson Center Book Club. Marika Zemke will host the book club.

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

In the process of researching WiFi hotspots as a potential addition to what the library will loan out to the public.

**b. Library Statistics report**

Director Lobert reviewed the Statistic Report with the Board.

**c. Adult Services Programs**

The library held special virtual programs. The most popular program was the intro to food preservation program hosted by the Michigan State University Extension. The Neighborhood Library Association, consisting of Commerce Township and six neighboring libraries did a wonderful job of partnering together during this time.

**d. Youth Services Programs**

Librarians have been innovative with programming, bringing virtual programs and take-home program kits for patrons of all ages, and the response has been very positive. They started an online Dungeons and Dragons Program. They held a virtual animation workshop which was on demand.

Vice Chairperson Pernick asked how the library staff is adjusting to opening the library the during the COVID-19 pandemic. Director Lobert said there was a little anxiety in the beginning but everyone is adjusting very good to the new "normal".

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. 2021 Budget**

The Commerce Township Community Library's 2021 budget was drafted with consideration of the uncertainty of the current moment, prioritizing conservative spending and maintaining the library's current menu of services during the COVID-19 pandemic.

Director Lobert reviewed the draft budget with the Board and asked for suggestions and recommendations.

Supervisor Scott recommends an increase in the budget for electronic databases because of the demand during the COVID-19 pandemic. It was agreed to increase the amount to \$130,000.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott reported on the following:

- Disappointed in the turnout for the primary election.

**ITEM 9: TOWNSHIP BOARD REMARKS (continued)**

- Township staff are doing daily safety checks on seniors by phone. They are handing out Meals on Wheels 3 days a week. The Senior Center staff has been doing a great job.
- The Clerk's Department is very busy and doing a great job with another historic election coming up.
- The Treasurer's Department is receiving tax payments nonstop.
- Revenue sharing is going to decrease from the State of Michigan.
- They submitted Township expenses for reimbursement because of the COVID-19 pandemic to the Oakland County Care's Act.
- Every Township firefighter will receive \$1,000 in hazard pay through Oakland County Cares Act because of the COVID-19 pandemic.
- He cannot stress enough that if someone is in need to please contact an organization to help them. Suicide prevention hotline, Hospitality House, Open Door, to name a few.
- September 19, 2020 the Township will hold a household hazardous waste day.

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

**MOTION** by Pernick, supported by Lakner, to recommend to the Township Board of Trustees Adoption of the Commerce Township Community Library 2021 Budget prepared by the Library Director with the addition of \$130,000 for electronic services category.

**ROLL CALL VOTE**

**AYES:** Pernick, Lakner, Scott, LaFond, Garbutt, Hiscox

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

None

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner supported by Scott, to adjourn the meeting at 8:05 p.m.

**ROLL CALL VOTE**

**AYES:** Lakner, Scott, LaFond, Hiscox, Pernick, Garbutt

**NAYS:**

**ABSENT:** Sternberg,

**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, September 23, 2020.**