

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
October 28, 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.

Alex Nelson, MERGE LIVE, Multimedia Group is the host for the meeting.

**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  
David Scott, Township Supervisor  
Barry Hiscox (arrived a 7:12 pm)  
Shane Lakner

Absent: Judy Sternberg (excused)

Also Present: Alyson Lobert, Library Director

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner supported by LaFond, to approve the October 28, 2020 Library Board Agenda.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Hiscox, Sternberg

**MOTION CARRIED UNANIMOUSLY**

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

**MOTION** by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of September 26, 2020, as submitted.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Hiscox, Sternberg,

**MOTION CARRIED UNANIMOUSLY**

### **ITEM 3: PUBLIC COMMENTS**

Pam Jackson, 5736 Lancaster Lane, is live streaming this meeting so she can learn how the library operates behind the scenes.

### **ITEM 4: CORRESPONDENCE**

None

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

Alyson Lobert, Library Director, reviewed the Revenue and Expenditure Report for period ending September 30, 2020. So far this year approximately 58% of the budget was spent.

She advised the Board that the library has \$30,000 remaining in funds budgeted for furniture in 2020.

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

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

Commerce Township Community Library has expanded internet services: Ben Sebrowski has helped us add Wi-Fi hotspots to the library's collection. These hotspots allow patrons to bring the internet anywhere they might not have access (home, a cabin, a campground). Wi-Fi hotspots are available to patrons age 18 or older and check out for two weeks. Additionally, an exterior Wi-Fi access point has been installed. This access point gives patrons who are working outdoors or from the parking lot a much stronger signal and is available 24 hours a day.

Automatic renewal of items started on October 1, 2020. Materials checked out will automatically renew before their due date. Items only auto-renew if:

- The item does not have another patron holding for it
- The item has not reached its limit of 2 renewals
- The patron's account does not have blocks due to unpaid fines
- It is an item that is eligible for renewal

The Michigan Library Association annual conference is being held virtually October 28-29. Six staff members are attending the virtual conference.

The Commerce Township Community Library was recently gifted 104 pieces of Waterford Crystal by a community member. We hope that we are able to safely gather and enjoy this beautiful gift soon! The Library was also gifted \$500 from another Commerce Township family that loves to visit the library. We are honored to receive such generous support from our community.

The Neighborhood Library Association's Community Reads program will conclude with a virtual author visit on Thursday, November 12 at 7:00 pm. If you are interested in

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

attending please reach out and I will reserve you a login for the discussion of Kent State: Four Dead in Ohio, with the author of the graphic novel, Derf Berckderf.

**b. Library Statistics report**

Review of the September 2020 Statistics.

**c. Adult Services Programs**

All of the adult programs have been via Zoom technology. There were 90 participants in September.

The following programs were held via Zoom:

- Our English as a Second Language
- Knitting program
- Traveling program
- Sister Pie (bakery in Detroit)
- Women in the military

They helped a patron fill out paperwork for employment. He started his new job at Meijer this morning.

**d. Youth Services Programs**

Families' are more interested in off line programs right now. They are doing online story times once a week. Pizza and Pages Book Club is on Zoom once a month. All of the other programming is in the form of take home kits and some online gaming.

Pernick asked if there have there been any reports of illness among staff or patrons.

Director Lobert said no there has not. Staff has been very compliant with wearing facemasks, gloves and daily cleaning. If someone is not feeling well, they stay home. They utilize Oakland County's Nurse on Call Service if they have any questions.

Pernick is pleased with the protocols she and her staff are following during the COVID-19 pandemic.

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. Purchase Requisition Memo**

Library Director Lobert is requesting the purchase of 28 acrylic end panel signs installed to the north end of the stacks for convenience and ease of browsing; currently, signage exists only on the south end of the stacks. The cost of the acrylic end panel signs is \$2,391.

**ITEM 8: NEW BUSINESS (Purchase Requisition Memo continued)**

In addition, the purchase of 2 board book shelving units to service as a storage solution for board books in the youth collection. Librarians would like to add titles to satisfy patron demand. In order to accomplish this, the library would need to invest in additional shelving. The cost of the 2 book bins is \$7,554.

She obtained quotes for both items from Library Design Associates.

The library has \$30,000 remaining in funds budgeted for furniture in 2020.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott reported on the following:

- He showed a sticker “Presidential Election I voted 2020” that residents will receive when they vote this year.
- The Clerks Department have exceeded 16,500 absentee ballots requested and distributed and are averaging 150 residents a day that are coming in getting a ballot, voting on the premises and leaving. As a reminder, there is a drop off box on the east side of the building. There is a drive up drop box on the north side of the building. If you choose to come into the building there is a locked ballot box. All of these are under surveillance cameras.
- Firefighters, in their spare time, built a Little Free Library for Chairperson Garbutt and placed it at Mill Race Park.
- There were a few problems that were turned over to the Sheriff’s Department for investigation.
- Someone is still putting graffiti on Township property.
- He urged anyone that sees something that is not right to please report it to the proper authorities.
- The Township Board is pleased with staff wearing masks, gloves and keeping everything clean during the COVID-19 pandemic.
- An employee had to have stitches in his hand after he removed a booby-trapped political sign that had razor blades on it. The sign was in the road right of way. The Sheriff’s Department is investigating and will turn it over to the prosecutor’s office for review.

Pernick said, despite the injuries to the employee, he feels the Township is doing a great job keeping signs out of the road right of way. Having signs in the road right of way creates a safety hazard.

Supervisor Scott would like to see the LIBRARY ADVISORY BOARD hold some type of a fundraiser scholarship fund. Chairperson Garbutt volunteered to help Director Lobert if she would like to move forward with a scholarship fundraiser.

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

**MOTION** by LaFond, supported by Scott, to recommend to the Township Board the purchase of 28 acrylic end panel signs and 2 board book shelving units from Library Design Associates Proposal No. P-31822 dated 10-5-2020 for \$2,391.00 (acrylic end panels signs) and Proposal No. P-31886 dated 10-22-2020 for \$7,554.00 (2 face book bins). Funds to come from the Library Fund.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

Chairperson Garbutt thanked everyone who was involved in making the Little Free Library. The lumber was donated and the firefighters volunteered their time to build it.

Supervisor Scott said “84 Lumber Company” will be moving to Commerce Township on Pioneer Drive between Richardson and Martin Road.

Director Lobert said this is Supervisor’s Scott last Library Advisory Board meeting he will attend.

Supervisor Scott thanked the Board for allowing him to participate as a member of the Library Advisory Board. He also thanked the Library Advisory Board for their commitment to the Township.

Supervisor Scott would like to see a book stroll, as previously discussed, in our parks. You would have laminated pages from a children’s book attached to a pedestal, installed along an outdoor path. As you stroll down the trail, you're directed to the next page in the story. This could be a good way for them to find a Little Free Library in the park and then direction showing you where the actual library building is.

Pernick suggested if you put Geocaching in the Little Free Library and then list that on a Geocaching site, you could attract people to it.

Supervisor Scott said you could also do a QR code where you take your cell phone and scan it for more data or a story about where the Little Free Library came from.

Chairperson Garbutt said the Little Free Library is already on the “Nextdoor” app.

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Hiscox, to adjourn the meeting at 7:50 p.m.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

*Charter Township of Commerce Library  
Advisory Board Meeting  
October 28, 2020  
Page 7 of 7*

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Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, December 9, 2020.**