

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
March 24, 2021  
180 E. Commerce Road  
Commerce Township, Michigan 48382**

Due to the Michigan Department of Health and Human Services order this meeting was held via video conferencing technology

John Padula, 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  
Vanessa Wagner, Township Board Trustee  
Betsy LaFond, Secretary  
Barry Hiscox

**Absent:** Shane Lakner  
Judy Sternberg

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

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Wagner, supported by Hiscox, to approve the March 24, 2021 Library Board Agenda.

**ROLL CALL VOTE**

**AYES:** Wagner, Hiscox, Garbutt, Pernick, LaFond

**NAYS:**

**ABSENT:** Lakner, Sternberg

**MOTION CARRIED UNANIMOUSLY**

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

**MOTION** by LaFond, supported by Wagner, to approve the Library Advisory Board Meeting Minutes of February 24, 2021, as submitted.

**ROLL CALL VOTE**

**AYES:** LaFond, Wagner, Garbutt, Pernick, Hiscox

**NAYS:**

**ABSENT:** Lakner, Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

Memo dated March 18, 2021 from Kris Liebau stating how much fun her daughter had with the “Leprechaun Trap” take home kit she received from the library.

**ITEM 5: FINANCIAL REPORT**

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending February 28, 2021. (13.83% of the budget was spent so far this year)

**ITEM 6: ADMINISTRATIVE REPORTS**

**a. Director’s Report**

We are currently interviewing candidates for the part-time adult services librarian vacancy. We received seven applications from individuals who were interested in this position.

Director of Maintenance Mark Schoder and his staff have also been busy preparing the library’s study room use for resumed usage: they have installed vinyl rub rail to the study room walls to protect the drywall from chair and table damage.

Additional safety signage for the library’s drive-up services has been ordered from our sign vendor, SignGraphix. Updated emergency signage, reflecting a relocated AED, has also been ordered.

The Library has recently subscribed to the JobNow database. JobNow features live interactive interview and job coaching combined with online resources, resume writing assistance, career assessments, test prep (NCLEX, ASVAB, TOEFL, SAT, GED, etc.) and other helpful resources for jobseekers. JobNow is a Brainfuse company; Brainfuse is also the vendor that the library uses to provide live virtual tutoring. You can view the Brainfuse products, and the other virtual products that the library subscribes to at [www.commercelibrary.info/databaselibrary](http://www.commercelibrary.info/databaselibrary)

She spoke with Bill Wines, Circulation Services Manager, and they are going to reduce the amount of time to 24 hours for items that will be “in quarantine” after they are returned to the library. The library policy has been to set aside items that were returned and let any virus die off before they are put back on the shelf.

Ben Sebrowski, Director of Technology, coordinated replacement of our copiers because the lease was up. We have a new staff copier and a copier used by library patrons.

Trustee Magner asked how they use the UV sanitizing machine. Alyson Lobert, Library Director said it is a UV sanitizing machine and is used for items that are left on tables

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

and is also placed in the lobby for patrons use. It holds 6-8 items at one time and takes approximately one minute to sanitize.

**b. Program Statistics**

**c. Library Statistics**

Alyson Lobert, Library Director, reviewed the March 2021 Statistics with the Board.

Youth and Teen Programs – In February we continued with virtual story times, take home kits and online Dungeon and Dragons programs.

Adult Programs – In February we distributed take home tea kits, held a morning book club and a Season Readers Book Club from the Richardson Center. The Adult Services and Outreach Librarian has been holding outreach zoom visits with some of our schools.

In February we checked out over 17,000 items and with downloadable included the number reached approximately 24,000.

**ITEM 7: OLD BUSINESS**

None

**ITEM 8: NEW BUSINESS**

**a. Emergency Manual**

Alyson Lobert, Library Director, said an emergency manual for the library, which has been in the works for a few months, has been completed. A copy of the manual is included for your review. Thank you to Township Supervisor Larry Gray, Fire Chief Jim Dundas and Director of Technology Ben Sebrowski for reviewing relevant portions of the manual. Copies of the emergency manual will be provided to staff and available at all public service desks.

Pernick recommends the following changes to the manual:

- The Sheriff's Department should review the manual.
- The law enforcement listed as "police" should be changed to "Sheriff's Office" since they patrol the Township.
- The last paragraph on page 13 regarding carrying a weapon is inaccurate. It says "Michigan is an open carry state and this law applies to libraries. Library users with a gun permit are within their rights to openly carry a gun into the library." That is legally inaccurate. Open carry means that except in accepted areas of which the library is not, that a person can carry a pistol unconcealed regardless of whether they have a concealed pistol license. That should be clarified. The term "gun permit" should be changed to accurately reflect what it is called which is a concealed pistol license (CPL).

**ITEM 8: NEW BUSINESS (Emergency Manual continued)**

The Township Attorney will make the changes as recommended by Pernick.

Pernick would like to see library staff practice fire drills and active shooter response drills along with CPR and AED training.

**b. Study Room Policy**

Alyson Lobert, Library Director, said in preparation for opening the study rooms for public use, she has prepared a study room policy for review and discussion. This policy consists of the guidelines that the library followed pre-COVID, with a few tweaks and clarifications based on the suggestions and feedback graciously provided by Head of Information Services Trista Reno and Adult Services Librarians Cherie Edmonds and Shane O'Neal.

**c. April 2021 Meeting**

The Library Advisory Board may meet in person beginning April 2021. Currently there is no declared local state of emergency. The State allowance for virtual board meetings ends March 31, 2021. The Oakland County Board of Commissioners could declare a local state of emergency.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Trustee Magner reported on the following:

- Approved a Resolution to enter into the Restaurant Relief Program so restaurants could receive reimbursement for money they spent in order to be covid compliant.
- The Township is reviewing all of Township owned property.
- Midtown on Haggerty - A petitioner presented a conceptual plan for a Mixed-Use Development, Commercial and Multiple Family Apartments, located at 155 Haggerty Road, west side of Haggerty, north of 14 Mile Road.

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

**MOTION** by Magner, supported by Pernick, to recommend approval by the Township Board of Trustees of the Commerce Township Library Study Room Policy.

**ROLL CALL VOTE**

**AYES:** Magner, Pernick Garbutt, LaFond, Hiscox

**NAYS:**

**ABSENT:** Lakner, Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

Chairperson Garbutt said the Friends of the Library would like to prepare a history of the library. They asked if any Board members would like to share their personal take on

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**ITEM 11: OTHER MATTERS (continued)**

why they chose to be on the Library Board. If you are interested please let her know and she will provide you with the email address to submit your story.

**ITEM 12: ADJOURNMENT**

**MOTION** by Pernick, supported by Magner, to adjourn the meeting at 7:47 p.m.

**ROLL CALL VOTE**

**AYES:** Pernick, Magner, Garbutt, LaFond, Hiscox

**NAYS:**

**ABSENT:** Lakner, Sternberg

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Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, April 28, 2021.**