

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
December 9, 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, MERGE LIVE, Multimedia Group is the host for the meeting.

**CALL TO ORDER** Barbara Garbutt, Chairperson called the meeting to order at 7:04 pm.

**ROLL CALL:**

**Present:** Barbara Garbutt, Chairperson  
Jason Pernick, Vice Chairperson  
Vanessa Magner, Trustee  
Barry Hiscox

**Absent:** Betsy LaFond, Secretary (excused)  
Shane Lakner (excused)  
Judy Sternberg (excused)

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

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Pernick, supported by Hiscox, to approve the December 9, 2020 Library Board Agenda with an addition to **ITEM 7: OLD BUSINESS** "Library Building Closure".

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** LaFond, Lakner, Sternberg

**MOTION CARRIED UNANIMOUSLY**

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

**MOTION** by Garbutt, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of October 28, 2020, as submitted.

**ROLL CALL VOTE**

**AYES:** Garbutt, Pernick, , Hiscox

**NAYS:**

**ABSENT:** LaFond, Lakner, Sternberg

**ABSTAIN:** Magner

**MOTION CARRIED**

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

None

### **ITEM 4: CORRESPONDENCE**

An email was received and filed from Karen and Loren Brower regarding the library's in-person closure during the COVID-19 pandemic.

An email was received and filed from Sharon Venia advising the library not to purchase the book titled "The Alex Crow, a young adult book by Andrew Smith".

A letter was received and filed from Laura Klein on behalf of her daughter, Karena Klein for donating book to her daughter's book drive.

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

Alyson Lobert, Library Director, reviewed the Revenue and Expenditure Report for the period ending November 30, 2020. So far this year, approximately 72.47% of the budget was spent.

Trustee Magner asked about the comparison of book check outs and eBooks.

Library Director Lobert said they are still checking out quite a few items; 20,000 – 25,000 physical items per month and 7,000 – 8,000 of downloadable materials per month.

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

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

Welcome Trustee Vanessa Magner! Township Supervisor Gray has appointed Trustee Magner as the Township Board's liaison to the Library Advisory Board.

We continue to expand internet services at Commerce Township Community Library: Ben Sebrowski is in the early stages of prepping several Chromebooks for patron check-out. Chromebooks are small laptops with WiFi capabilities that run Google's Chrome OS. The Chromebooks, combined with a WiFi hotspot, will provide much-needed technology services to patrons who don't have a computer or internet access at home.

We regularly have staff members who are required to quarantine due to close contact with a confirmed or probable COVID-19 case. This is making our staffing challenging; staff members from all departments have been incredibly willing to step up and take on duties outside of the norm so that we can continue to provide excellent library service to our community.

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

Library staff members are putting together a community cookbook to commemorate 2020. We are excited to celebrate the spirit of connection, creation, food and unity during the historic COVID-19 pandemic. Please consider submitting a recipe. Upon completion, the cookbook will be made freely available online; a printed copy will be added to the Library's collection for the historical record.

I am pleased to inform you that the Township Board of Trustees has approved the purchase of the book bins and the end panel signage that was discussed at the October, 2020 meeting of the Library Advisory Board. Both of these items are now on order with Library Design Associates.

Review of Departmental Statistics with Board members.

**b. Adult Services Programs**

A memo was submitted from Alexis Shirk, Adult Services Librarian.

We have been doing virtual programs since April 2020 and now have a better idea of what programs are well-liked. Zoom programs, hands-on programs and cooking classes are very popular.

**c. Youth Services Programs**

Memos were submitted from:

Lauren Aquilina, Teen Services Librarian

Ashley Rossetto, Youth Services and Outreach Librarian

Chell Robinson, Youth Services Librarian

Youth programs have not been attended very well most likely because kids are in school during the day. Take home kits are very popular with kids and teens. Some of the kits have information about "Canopy" which is a digital database where you can check out and download a movie.

**ITEM 7: OLD BUSINESS**

**Library Building Closure**

Library Director Lobert discussed closure of the library building and welcomed the Board's thoughts.

Following discussion with then-Supervisor Scott, the library building was closed to patrons on Wednesday, November 18, 2020. Staff continue to work their normal shifts; our drive-up window has been heavily-utilized by our patrons. I will continue to monitor the situation and consult with Supervisor Gray.

**ITEM 7: OLD BUSINESS (Library Building Closure continued)**

Trustee Magner feels by opening and closing the library multiple times causes more stress and anxiety rather than keeping the library closed during the COVID-19 pandemic and then do a slight opening with a lesser number of hours.

Library Director Lobert said she contemplated doing a soft opening from December 26 – December 30, 2020 and then open the library for in-person services in January 2021.

Trustee Magner said there could be a next spike in COVID-19 the week or two after Christmas because of people gathering together during the holidays. Maybe we should extend the opening until a few weeks after the holidays.

Pernick said any decision to close the library should be centered on “evidence-based decision making” so we can say here are the reasons the library should be closed. When you look at the service the library provides, it provides a tax payer funded critical service that is not available anywhere else. When you look at governmental and non-governmental services, they are not closed. Their access is restricted. If services need to be curtailed, the Governor of Michigan would close businesses when she deems it to be a health threat. She has not said anything about libraries closing. He feels there should be a strong desire to open the library at the earliest advisable date.

Chairperson Garbutt agrees with Trustee Magner and said if we open the library then maybe it should be restricted to just picking up books and not have patrons remain in the library for extended periods of time.

Hiscox agrees with restricted services.

Library Director Lobert said the majority of neighboring libraries are closed.

**ITEM 8: NEW BUSINESS**

**a. 2021 Library Advisory Board Meeting Schedule**

Regular meetings are held on the 4th Wednesday of each month at 7:00 p.m.

|   |                                     |  |
|---|-------------------------------------|--|
| JANUARY 2021<br>Wednesday, January 27   | MAY 2021<br>Wednesday, May 26       | SEPTEMBER 2021<br>Wednesday, September 22  |
| FEBRUARY 2021<br>Wednesday, February 24 | JUNE 2021<br>Wednesday, June 23,    | OCTOBER 2021<br>Wednesday, October 27  |
| MARCH 2021<br>Wednesday, March 24       | JULY 2021<br>Wednesday, July 28     | DECEMBER 2021<br>Wednesday, December 8<br>(Moved to 2nd Wednesday to<br>combine November/December<br>meetings) |
| APRIL 2021<br>Wednesday, April 28       | AUGUST 2021<br>Wednesday, August 25 |  |

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

**b. 2021 Holiday Schedule**

Holiday closings 2021

New Year's Day Friday, January 1

Martin Luther King Day Monday, January 18

President's Day Monday, February 15

Easter Sunday Sunday, April 4

Memorial Day Sunday Sunday, May 30

Memorial Day Monday, May 31

Independence Day Saturday, July 3, Sunday, July 4, Monday, July 5

Labor Day Sunday Sunday, September 5

Labor Day Monday, September 6

Veterans Day Thursday, November 11

Thanksgiving Day before Wednesday November 24 5 p.m. close

Thanksgiving Thursday, November 25

Thanksgiving Friday Friday, November 26

Christmas observed Thursday, December 23

Christmas Eve Friday, December 24

Christmas Saturday, December 25

New Year's Day observed Thursday, December 30

New Year's Eve Friday, December 31

New Year's Day Saturday, January 1, 2022

**MOTION** by Pernick, supported by Hiscox to approve the 2021 Library Advisory Board Meeting Schedule and the 2021 Holiday Schedule.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** LaFond, Lakner, Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 9: TOWNSHIP BOARD REMARKS**

Vanessa Magner reported on the following:

- It was Supervisor Larry Gray's first Township Board Meeting last night.
- Rick Sovel was reappointed to the ZBA.
- George Weber was reappointed to the Planning Commission.
- Bob Berkheiser was reappointed to the Parks and Recreation Committee.
- Vanessa Magner was appointed to the Library Advisory Board.
- Approved a new development at Wixom and Glengary Roads that will be attached to the Trillium Drive subdivision. This will be a 2-phase development with 78-unit site condominiums.
- The Township meeting schedules and holiday schedules were approved
- The Township budget was approved in November.

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

None

**ITEM 11: OTHER MATTERS**

Chairperson Garbutt would like to send a note to Judy Sternberg, signed by Library Board members, letting her know we are thinking of her and she is missed at the meetings. She has not attended a Library Advisory Board meeting in 11 months due to personal reasons.

**ITEM 12: ADJOURNMENT**

**MOTION** by Pernick, supported by Magner, to adjourn the meeting at 7:45 p.m.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** LaFond Sternberg Lakner

**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, January 27, 2021.**