

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
April 28, 2021
2009 Township Drive
Commerce Township, Michigan 48390**

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 Magner, Township Board Trustee
Betsy LaFond, Secretary
Shane Lakner
Barry Hiscox

Absent: Judy Sternberg

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Magner, to approve the April 28, 2021 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of March 24, 2021, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending March 31, 2021. (24.66% of the budget was spent so far this year)

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

I am thrilled to welcome adult services librarians Latonia Phillips and Steve McGladdery to the Commerce Township Community Library team. Latonia and Steve started the week of April 26, 2021. Steve also works at the Royal Oak Public Library; Latonia is a

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

web editor and a substitute librarian at the Novi Public Library and the Milford Public Library.

At the April, 13, 2021 meeting of the Commerce Township Board of Trustees, the proposed Study Room Policy was approved. The policy has been posted to the library's website and is ready to go once the study rooms return to service.

In the coming weeks, I will host a series of staff meetings where I present the library emergency manual as well as a dress code memo to all library staff. The emergency manual was delayed by a late addition. I recently wrote the dress code memo, which was reviewed by Township Supervisor Larry Gray and Finance/Human Resources Director Janet Bushey, to supplement the Charter Township of Commerce Employee Manual by providing staff with concrete examples of appropriate/inappropriate work attire.

Thank you to Director of Technology Ben Sebrowski for putting together a phishing awareness training for staff. The training helped raise security awareness against cyberattacks, training staff members about what clues to look for that determine cyberattack risks and how to react when they see the risks.

Pernick asked if the Sheriffs Department had the opportunity to review the Emergency Manual? Director Lobert answered yes, they did and did not offer any changes.

Pernick asked when was the last time staff had an opportunity to receive training on emergencies? Director Lobert answered it was approximately in November 2019. She will schedule training this summer, 2021.

b. Program Statistics

Director Lobert reviewed the March 2021 Youth, Teen, Adult and Outreach programs with board members.

c. Library Statistics

Director Lobert reviewed the March 2021 statistics with board members.

ITEM 7: OLD BUSINESS

None

ITEM 8: NEW BUSINESS

a. Envisionware Tablet Station

Looking ahead at new in-library services once patrons are able to gather normally, I have included the brochure for Envisionware's Tablet Station for your consideration. The Envisionware Tablet Station would provide flexible internet browsing options for library patrons, as they would be able to use these tablets anywhere in the building

ITEM 8: NEW BUSINESS (Envisionware Tablet Station continued)

where there is an open chair and, if we're still socially distancing, sufficient space from other library users. A tablet option will be popular with the library patrons who use the library's computers for casual internet browsing, rather than for schoolwork or printing. The cost of a six-tablet Envisionware Tablet Station is \$13,695. On-site installation is \$2,000. After the first year, annual subscription cost is \$1,575.

Chairperson Garbutt would like the board members to have the opportunity, if possible, to receive lessons on how to use the various services that are added to the library, i.e. Envisionware.

b. Patron Survey

I have drafted a library patron survey for your review. The intention of this survey is to gauge how Commerce Township Community Library patrons use the library, what they most value and what they would like the library to focus on in the future. She would like to use the responses to assist her in planning a strategic plan for the library.

There is also have a "comment box" in the library she can use for the strategic plan.

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magner reported on the following:

- Reappointments to Boards – Barb Garbutt to Parks and Recreation Committee, Jason Pernick to the Library Advisory Board, Betsy LaFond to the Library Advisory Board and Jim Gotts to the DDA.
- Library Study Room Policy was approved.
- Going out for bids for the Wise Road Park parking lot.
- Approved an Amendment to the Emergency Ordinance which could allow the Township to do a State of Disaster and go back to virtual meetings, if needed.
- Supervisor Gray is working with Merge Live to discuss streaming Township YouTube meetings.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by LaFond, to adjourn the meeting at 7:30 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, May 26, 2021.