

Final
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
May 27, 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.

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
Shane Lakner

Absent: Judy Sternberg (excused)

Also Present: Alyson Lobert, Library Director
Ben Sebrowski, Director of Technology

ITEM 1: APPROVAL OF AGENDA

MOTION by LaFond supported by Pernick, to approve the May 27, 2020 Library Board Agenda.

ROLL CALL VOTE

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

NAYS:

ABSENT: 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 January 22, 2020, as submitted.

ROLL CALL VOTE

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

NAYS:

ABSENT: Sternberg

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Alyson Lobert, Library Director, reviewed the Revenue and Expenditure Report for period ending April 30, 2020. So far this year 25% of the budget was spent.

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Thank you to the Library Advisory Board for your well wishes and support during this challenging time. When I envisioned my first months as Library Director at Commerce Township Community Library, I never once considered that the library would be closed due to a pandemic! I am also grateful for the library staff, the staff at Commerce Township and our understanding community.

I am pleased to share that the Commerce Township Community Library has been invited to join the Neighborhood Library Association. This partnership of local libraries has been in existence for 10 years. The main focus of the group is to collaborate on its annual Community Reads program, where community members read a common book, libraries host complementary programming and, for the program finale, the author is brought in to speak about the selected title. As opportunities present themselves, NLA-member libraries collaborate on other programs, events and trustee workshops. The Neighborhood Library Association consists of the following libraries: Commerce Township, Novi, Northville, Lyon Township, Salem-South Lyon, Wixom and Walled Lake.

We have had some staffing changes in the last few weeks. Youth Services Librarian Amanda Vorce resigned to pursue new professional challenges and Head of Adult Services Marika Zemke recently announced her impending retirement. We wish Marika and Amanda the best of luck!

The Youth Services and Adult Services Departments are busy making modifications to their Summer Reading Program plans. This year's Summer Reading Program will be primarily virtual but we are confident that it will bring the same quality, fun and excitement that patrons have experienced in previous summers.

Head of Youth Services Trista Reno has interviewed candidates for the vacant full-time Teen Services Librarian position. We have identified a candidate and have forwarded

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

this individual to human resources for a background check. We are hopeful to have this new hire in place shortly after executive orders permit staff to return to work inside the building.

We will leave the two vacancies left by Marika and Amanda open until we see what happens in the next few months because of the COVID-19 pandemic.

We are continuing to do virtual programming. We had a local therapist conduct a program on building resilience during the COVID-19 pandemic. I was the moderator for this program and offered it in conjunction with neighboring library associations.

We offered two very popular baking classes, one for adults and one for children. A woman from a pastry shop showed how to make traditional French pastries.

The Library of Michigan asked her to present the baking class to the adult librarians during their weekly meeting.

The Township Board of Trustees approved 1) construction of a drive through window with drawer for the Township Library at a cost not to exceed \$10,000.00, 2) An electrostatic handheld sprayer to disinfect rooms after a group of people use it and 3) a Steri-Book SB601 Disinfecting System for a three-year lease not to exceed \$165.00 per month.

The Township Board of Trustees took no action on the purchase of a temperature screening kiosk at the entryway of the building. The kiosk is a no contact screen that will flash green or red letting staff know if there was a temperature detected or not. She is investigating this further and will bring her findings back to the Township Board.

Supervisor Scott shared information on the temperature screening kiosk with Oakland County Chapter of Supervisors, the County Executive and Deputy County Executive. They are adapting these devices to every county building.

ITEM 7: OLD BUSINESS

Chairperson Garbutt asked if there was an update on a crosswalk signal and pathway to the library.

Supervisor Scott said he is working on getting a crosswalk signal installed. The Road Commission for Oakland County (RCOC) is still looking into this. He is asking the RCOC to allow the use of Tri-Party funds.

ITEM 8: NEW BUSINESS

a. Patron Behavior Policy

Alyson Lobert, Library Director explained her recommended changes to the policy.

Lafond said bullet #5 in the policy mentions cell phones and pagers. Do we still use pagers? Ms. Lobert said she would change “pagers” to “or other electronic device”.

Pernick believes that the Patron Behavior Policy should not include an appeal process that involves the Library Advisory Board since the role of the board is advisory only; the Library Advisory Board does not have the authority to review the decisions of the Library Director. Because the Township Supervisor has operational authority over the library, any library patron aggrieved by a decision of the Library Director should complain directly to the Supervisor. Pernick suggested that the policy should include the authority to exclude someone who exhibits symptoms of a communicable illness consistent with the authority given other public officials. He volunteered to assist Ms. Lobert by reviewing the policy and offer his suggestions to streamline it and give it operational effectiveness.

MOTION by Pernick, supported by Lakner, to Table the Patron Behavior Policy.

ROLL CALL VOTE

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

NAYS:

ABSENT: Sternberg

MOTION CARRIED UNANIMOUSLY

b. Library reopening documents

Alyson Lobert, Library Director explained the preparedness and response plan to reopen the library.

Pernick asked what objective criteria is used to determine what phase is occurring at what point. How will we know when we are in one phase or another? If there are objective criteria that delineate one phase from another, if we can we should state that in the documents.

Ms. Lobert said she was basing the phases to reopen the library by what is allowed per the executive order that is in place.

Lafond feels surrounding libraries will have the same type of phases and open up at the same time.

Supervisor Scott suggests we might want to replace the word phase to step.

ITEM 8: NEW BUSINESS (Library reopening documents continued)

Ms. Lobert will proceed with Human Resources and the Township Attorney's guidance on drafting a final document.

Ms. Lobert said she will change the word phase to step.

No action taken.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- Prior to the COVID-19 pandemic he would meet with all 21 Township Supervisors on a monthly basis. Now they have a Zoom meeting every Monday.
- Employees of the Township are working different hours to eliminate social distancing.
- They have issued 70 building permits for emergency repairs.
- Township employees are very successful with making the community operate and be responsive to any needs during the COVID-19 pandemic.
- The Sheriff and Fire Departments are fully functional.
- The Township is available to assist the needs of the residents.
- If a resident in need has a grocery order or prescription that needs to be picked up, a bus will pick up and deliver their order to them free of charge.
- Several organizations have stepped up to offer their assistance to those in need.
- They are calling seniors doing a welfare check.
- There is approximately an 82% participation in the 2020 census without the assistance of any census worker going door to door.
- They are hoping to get reimbursed approximately \$45,000 of expenditures because of the COVID-19 pandemic.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 8:10 pm.

ROLL CALL VOTE

AYES: Lakner, Pernick, LaFond, Scott, Hiscox, 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, June 24, 2020.