

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
June 24, 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

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Hiscox, to approve the June 24, 2020 Library Board Agenda.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

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

**MOTION** by Pernick, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of May 27, 2020, with the following change:

Delete the following paragraph under Agenda Item 8a: New Business:

"Pernick does not feel there should be an appeal process. He feels the Library Director should have the authority to exclude someone who exhibits symptoms of an illness from entering the library. He volunteered to assist Ms. Lobert by reviewing the policy and offer his suggestions to streamline it and give it operational effectiveness."

**ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING (Motion continued)**

Replace the deleted paragraph with the following paragraph:

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.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

The following letter dated June 12, 2020 was received and filed:

Good afternoon Mr. Scott.

While I will voice my concerns when I have them, I also should share my compliments when they are due. And compliments about the library are definitely in order.

The Commerce Township Public Library is well-run and staffed by courteous and professional individuals. However, what prompted this complimentary email is the "Anti-Racist Resources and Readings" listings. In the current climate, it is critical for the residents of Commerce Township to understand that all are welcomed at the library and that racism has no place in a civilized society. It is an important initiative and a positive statement about living in Commerce Township. I offer my sincere compliment not only to the library administration, but also to all of those responsible at the township level who helped create this welcoming environment at our local library. In particular, I extend my appreciation to the Library Advisory Board for its support of the library and its efforts.

My thanks for your time, Jeff Fites

**ITEM 4: CORRESPONDENCE (continued)**

Chairperson Garbutt praised Library Director Lobert for her recommendations and changes to improve the library.

**ITEM 5: FINANCIAL REPORT**

Alyson Lobert, Library Director, reviewed the Revenue and Expenditure Report for period ending May 31, 2020. So far this year approximately 32.50% of the budget was spent.

**ITEM 6: ADMINISTRATIVE REPORTS**

**a. Director's Report**

Library staff returned to work at the Commerce Township Community Library on Monday, June 8, 2020 and curbside pickup commenced on Friday, June 12, 2020. It has been wonderful to return to in-person work and staff members have done a great job adjusting to a strange, new normal.

I am pleased to share that the Commerce Township Board of Trustees approved the Library's Preparedness and Response Plan and Reopening Plan. The Board of Trustees also approved the COVID-related changes to the Patron Behavior Policy. The other changes discussed (technology and food/drink updates) will be presented at a future meeting, following the Library Advisory Board's review of the appeal process as included in the current Patron Behavior Policy.

During the Library's closure, Ben Sebrowski redesigned our website. Staff were introduced to the new website and tasked with reviewing the content and making suggestions for changes via a Zoom meeting. The redesigned website launched on June 4. We are really pleased with the new, clean look.

On June 15, we kicked off the Summer Reading Program for youth, teens and adults. This year's Summer Reading Program is almost entirely virtual but patrons seem excited nonetheless! Shelby Fox-Purrier-Rivera, previously of the Plymouth District Library, joined the Commerce Township Community Library team on June 17.

Shelby is our new full-time Teen Services Librarian; he is already busy working on his collections, learning CARL.X, our integrated library system, and establishing several remote programs for teens.

The components of our drive-through window will be arriving this week and construction on the window will take place next week. Special thanks to Township Supervisor Scott and Jay James, Commerce Township Building Official, who have helped move the drive-through window from a crazy idea to reality.

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

Reopening Plan for the library

Stage 1 June 12, 2020: Curbside service, order materials by phone or online

Stage 2 June 28, 2020: Limited Opening, lobby hold pickup, public computers by appointment

Stage 3 July 7, 2020: Less Limited Opening, limited occupancy, social distancing, 30-minute grab and go visits

Stage 4 TBD: Business as usual, all library services will resume without restriction

**b. Library Statistics**

**c. Adult Services Programs**

**d. Youth Services Programs**

Alyson Lobert, Library Director, reviewed the February, March April and May 2020 statistics.

**ITEM 7: OLD BUSINESS**

**a. Patron Behavior Policy**

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

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

Pernick and Library Director Lobert reviewed their suggested changes to the policy.

**MOTION** by Lakner, supported by Hiscox, to approve the change in language to the Patron Behavior Policy.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 8: NEW BUSINESS**

**a. Staffing Recommendation**

**i. Head of Information Services**

Job Description - Head of Information Services

**ii. Substitute Librarian**

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

Library Director Lobert would like to hire a substitute librarian.

**iii. Youth Services Librarian**

Job Description – Youth Services Librarian

Library Director Lobert would like to combine the Adult Services Manager and the Youth Services Manager to one position, Head of Information Services. This position would oversee all of the librarians. She would like to bring this, a substitute librarian and the Youth Services Librarian position before the Township Board of Trustees. The LAB was in agreement.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott reported on the following:

- The drive thru window for the library will be delivered shortly.
- The Township Hall is open to the public.
- The Clerks Department is very busy with absentee ballots.
- The Counties in Michigan received \$219,000,000 in Care Act Federal Funding.
- He advised the Board of grant funding recipients in the Township.
- If any businesses in the Township need Return to Work packets, they are available at the Township Hall.
- Update 2020 census – we are leading Oakland County right now reporting 83% to date.

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

**MOTION** by Pernick, supported by LaFond, to recommend approval to the Township Board of Trustees on Library staff proposals by Library Director Lobert as discussed.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

**ITEM 11: OTHER MATTERS**

Director Garbutt, Supervisor Scott and many others attended the ribbon cutting ceremony for Scarlet's Playground. Director Garbutt shared a story of a woman in a wheelchair that visits the playground every day and is so thankful this opportunity has been given to her.

Supervisor Scott said this is the largest ramped playground facility in the Midwest.

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

**MOTION** by Pernick, supported by LaFond, to recommend to the Township Board of Trustees review and approval of the Patron Behavior Policy.

**ROLL CALL VOTE**

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

**NAYS:**

**ABSENT:** Sternberg

**MOTION CARRIED UNANIMOUSLY**

Pernick updated the Board on the Scarlet's Playground structure that was vandalized by someone using bolt cutters. The vandals behind the damages at Scarlet's Park has confessed. They are seeking restitution for the damages.

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Pernick, to adjourn the meeting at 8:04 pm.

**ROLL CALL VOTE**

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

**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, July 22, 2020.**