

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
May 26, 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
Barry Hiscox

Absent: Shane Lakner (excused)
Judy Sternberg

Also Present: Alyson Lobert, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by LaFond, supported by Pernick, to approve the May 26, 2021 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Magner, approve the Library Advisory Board Meeting Minutes of April 28, 2021, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

Sheryl Liske submitted a note in the library comment box thanking Shane O'Neal for helping her on April 21, 2021 with computer issues.

Chairperson Garbutt received a request from Siddharth Kotapati and Mason White of the AP Government class at Walled Lake Central High School asking for a program that allows any student at Walled Lake Central High School to get easy access to library cards to the Commerce Township Library. (This will be discussed under Item 8 a. New Business)

ITEM 5: FINANCIAL REPORT

Library Director Alyson Lobert, reviewed the Revenue and Expenditure Report for the period ending April 30, 2021. (30% of the budget was spent so far this year)

ITEM 6: ADMINISTRATIVE REPORTS

a. Director's Report

Congratulations to Adult Services Librarian Cherie Edmonds, who has accepted a new job and will be leaving her position at Commerce Township Community Library at the end of August. We have loved having Cherie on our team and we will miss her terribly!

As of Saturday, May 15, 2021, patron masking requirements at Commerce Township Community Library have changed: individuals vaccinated against COVID-19 are not required to wear a mask inside the library. Signage has been posted to correspond with this change. Monday, May 24, 2021, will mark more changes to library services as we transition back to normal: limited seating and study tables will open, we will discontinue browsing time limits and increase the amount of time that patrons can use our public computers.

We are excited to debut a Books by Mail program for residents of Commerce Township and Wolverine Lake. Books by Mail is designed to meet the needs of residents who are physically unable to come to the library due to a permanent or long-time illness or disability, as well as for seniors without a way to get library materials. Eligible individuals will fill out a registration form with information such as the genres they like to read and how often they would like to receive books; our librarians will select and mail the books to their homes. The Books by Mail patrons will return books using prepaid postage included in their package. Thank you to Head of Information Services Trista Reno and Adult Services Librarian Steve McGladdery for getting this service up and running!

CTCL's White Pine Room will serve as the location of a COVID-19 pop-up vaccination clinic on Tuesday, May 25 and Tuesday, June 15, 2021. The clinic, administered by the Oakland County Health Division, can accommodate up to 300 individuals. Appointments and walk-ups will be accepted; the Pfizer vaccine will be administered. The Commerce Township Board of Trustees approved the clinic at their May 11, 2021 meeting.

Gillian Gold is CTCL's newest employee. A student at Walled Lake Central, Gillian will be joining is as a library page. Her first day was May 17, 2021.

The Friends of the Commerce Township Community Library are ramping up their activities: they have a used book sale tentatively planned for October 6-10, 2021 as well as a Red Cross Blood Drive on Thursday, October 20, 2021.

ITEM 6: ADMINISTRATIVE REPORTS (continued)

b. Program Statistics

Our librarians are busy gearing up for summer: our summer reading program will consist of a combination of take-home activity kits, virtual and small-group programs, as well as our usual reading challenge and prize incentives.

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

Library patrons expressed an interest in continuing with virtual programs.

The first yoga class was held on April 27, 2021. Classes will be held in person, outside every other week in June, July and August, 2021 at Dodge Park.

Michigan Activity Pass presented by The Library Network offers free or reduced passes to parks and activities in Michigan.

c. Library Statistics

Library Director Lobert reviewed the April 2021 statistics with board members.

ITEM 7: OLD BUSINESS

a. Envisionware Tablet Station

Tablet Station Prices:

3 tablet unit: \$11,785 includes 1st year Subscription - Annual Subscription: \$1,260

6 tablet unit: \$13,695 includes 1st year Subscription - Annual Subscription: \$1,575

One-site Installation: \$1,975

Annual Subscription includes Support Maintenance, full cloud services and updated apps

SIP2 connection needed for each Tablet Station. Supplied by ILS.

Tablet Station Replacement Prices:

Replacement Tablet with Cover: \$1,095.00

Replacement Case: \$160

Pernick recommends installing some type of camera at the tablet station to identify who checks out tablets.

Chairperson Garbutt advised the Board that the Parks and Recreation Committee is still looking into some type of protection to display the music box in the library.

ITEM 8: NEW BUSINESS

a. Student Library card proposal/project

Chairperson Garbutt received a request from Siddharth Kotapati and Mason White of the AP Government class at Walled Lake Central High School asking for a program that allows any student at Walled Lake Central High School to get easy access to library cards to the Commerce Township Library.

Library cards are issued to Commerce Township and Wolverine Lake residents. Some of the students are from other municipalities. Library Director Lobert will look into a student library card, with limitations and report her findings back to the Board.

ITEM 9: TOWNSHIP BOARD REMARKS

Trustee Magnier reported on the following:

- Dawn Lund of USF gave a presentation on Water and Waste Water Financial Projection Reports. There will no water rate increases to residents for the next few years.
- Sarah Grever was appointed to the Zoning Board of Appeals as an Alternate Member.
- A one-year extension of the Option Agreement for Five & Main was approved.
- Fireworks permits were approved for Lake Sherwood, Edgewood Country Club, Long Lake and N. Commerce Lake.
- On The Dunes (2055 Haggerty Road) has volunteered to allow a portion of his business' parking lot to serve as an official trailhead for the Michigan Airline Trail.
- Deb Watson was appointed as DDA Director.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Pernick, supported by LaFond, to recommend to the Township Board of Trustees approval to purchase an Envisionware Tablet Station at a cost of \$13,695.00 and \$1,975.00 for the installation cost. **MOTION CARRIED UNANIMOUSLY**

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Magnier, supported by LaFond, to adjourn the meeting at 7:42 p.m. **MOTION CARRIED UNANIMOUSLY**

*Charter Township of Commerce Library
Advisory Board Meeting
May 26, 2021
Page 5 of 7*

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, June 23, 2021.