

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
January 23, 2019
180 E. Commerce Road
Commerce Township, Michigan 48382**

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:00 pm at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
David Scott, Township Supervisor
Barry Hiscox
Shane Lakner
Judy Sternberg

Also Present: Connie Ozinga, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Sternberg, to approve the January 23, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of December 5, 2018, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Connie Ozinga, Library Director, submitted and reviewed the December 2018 Statistics, Statistics Comparison Report and the Revenue and Expenditure Report. The final numbers for the Revenue and Expenditure Report are not complete. She will submit the final version when complete.

ITEM 6: LIBRARY DIRECTOR'S REPORT

a. New TLN Programs

Beginning the first Monday in February 2019, Emagine theatres in SE Michigan will host "The Magic of Movies and More".

b. ALA approval

Township Board of Trustees approved 2 Librarians to attend the ALA Conference.

c. Study Week

There are events scheduled every day of the week during Study Week. Typically there is approximately 400 kids that attend Study Week but they have seen an increase of 700+ kids. The increase is because of events, such as math and science night, therapy dog, free pizza, massage therapy, that are scheduled each day of the week (Monday – Friday).

Because of the large amount of kids attending Study Week, we need to have some type of security. There have been 3 incidents at the library during Study Week.

There was an incident involving several teens and I had to call the Sheriff's Department. The deputies asked the teens to leave the building.

One incident resulted in damage done to library property. The school liaison officer is handling this.

One incident involved a girl breaking a chair that was worth \$1,000. Lakner would like to see chairs with a sturdy frame purchased instead of wooden chairs.

Pernick would like to see the person(s) that did damage to library property be held accountable and restitution paid. Supervisor Scott said Youth Assistance has been helpful in deciding if the person(s) should continue to have access to the library.

Chairperson Garbutt would like to see additional staff present to chaperone the kids. Director Ozinga said there are at least 2 employees present each at the Youth and Adult sections.

d. Trend to fine free

Milford Library will no longer charge fines for unreturned material. Hartland Library has never charged fines. She wanted the Board to be aware there could be a change in the future of fines for late or unreturned material.

Chairperson Garbutt is concerned if we do not charge a fine for late or missing materials, then the person who checked them out could keep them as long as they

ITEM 6: LIBRARY DIRECTOR’S REPORT (Trend to fine free continued)

wanted to or never return them to the library. Director Ozinga said if a book is not returned, they will receive an invoice for the cost of the book.

Pernick is not in favor of removing fines.

Supervisor Scott inquired how much the library is losing in unpaid fines. Director Ozinga will run a report and provide it to the Board.

Youth business

Director Ozinga questioned if we can provide the Sheriff’s Department with security camera videos since there is no policy. She said she did give a security camera video to the Sherriff’s Department. Supervisor Scott said we should always cooperate with the Sheriff’s Department’s request to protect the patrons of the library and library property. We should probably have a policy drafted that will address anyone else requesting the videos.

Director Ozinga said the Library Budget was approved before the minimum wage was increased. As of March 1, 2019 the minimum wage will increase from \$9.25 an hour to \$9.45 an hour.

ITEM 7: OLD BUSINESS

a. Chairs

Office Furniture Solutions can provide eight of the Jasper Chair for a total of \$3659.

	One	Eight
Current Worden chair: (Library Design)	\$1149	\$9192
Jasper chair: (Library Design)	\$ 389	\$3659
Vion Chair	\$ 362	\$2896
OFS (This is the side chair in the Dodge Room. Cost to Richardson for 150 of this chair was \$203 per chair		
Restaurant style chairs Company again)	\$ 147	At Richardson (Emily would not work with this)

Last month we discussed the Lydia chair from Jasper and decided to order one. If we order one, freight and handling total \$325. If we order two, freight and handling is \$360. For eight freight and handling is \$475. We need at least three, as one study room chair

ITEM 7: OLD BUSINESS (Chairs continued)

was damaged during study week. (The student took a selfie with the pieces.) One = \$723. Two = \$1156. Eight = \$3659.

Lakner believes wooden chairs will be destroyed and we need to purchase chairs with a sturdy frame. Director Ozinga will look into replacing all of the chairs in the study room.

MOTION by Hiscox, supported by Pernick to Table Purchase of Chairs.

MOTION CARRIED UNANIMOUSLY

ITEM 8: NEW BUSINESS

a. Teen Shelving Purchase

Director Ozinga received a price quote for three units of shelving for the teen area. They will be installed on the wall to the left as you enter the teen area and will be used for displays and new books.

b. Adult Shelving Inserts Purchase

These inserts are an add-on piece to place on an existing shelf to simplify face out display.

c. Tables for Youth Purchase

On the same quote as the teen shelves. Since opening we have used a meeting room table for a display table in youth. We are proposing two new tables which will match the blue and yellow benches in that space. One will replace the meeting room table and go under the bulletin board on the left as you enter. The other will go where the display table was located and hold the intended self-check station.

MOTION by LaFond, supported by Sternberg, to recommend to the Township Board of Trustees approval to purchase from Library Design Associates, Inc. 2 Lorca tables 24" deep x 72" long x 29" high with dark blue legs, blue glides and grapefruit 101 maple edge bands to match existing youth benches, 3 signal face shelving sections 66" high x 36" wide x 10" deep, 5 shelves high, mount under walker art display unit and 2 oak rift cut end panels 66" high x 10" deep to match existing, labor and installation included from Library Design Associates Inc. for \$5,388.00 and 10 Zig-Zag display shelf attachments 36" wide for \$645.00. Additionally, X11 Countertop with Case Controller from Envisionware, Inc. Quotation US-47552 dated January 22, 2019 at a cost of \$7,794.16.

MOTION CARRIED UNANIMOUSLY

d. Policy Statement for Security Camera Videos

Director Ozinga would like the Township Board of Trustees to give approval to provide the Sheriff's Department with the library's security camera videos and other entities must go through the Freedom of Information Act.

ITEM 8: NEW BUSINESS (Policy Statement for Security Camera Videos continued)

Supervisor Scott said we should not need to make a Motion to the Township Board of Trustees because the library is handling disbursement of security camera videos as they should.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott –

- The Township crest has been mounted on the non-motorized bridge.
- A car destroyed the fencing and tarps at the bridge.
- The Township is moving forward with organizing loose ends in the Township. The Township leases out the horse farm, group home and the old Township Hall building.
- Trustees Weber, Magner and Sovel are working on drafting a non-union employee performance evaluation for the Township's use.
- Would like to see all blueprints scanned into a computer program.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt was informed that 2 librarians told Mrs. Clark from Scarlet's Smile that they would like to hold a wine and cheese fundraiser for Scarlet's Smile. Director Ozinga said she is not aware of this and feels it is inappropriate for employees of the Township to hold a fundraiser for another organization.

Supervisor Scott said Township buildings cannot be used for this type of fundraiser.

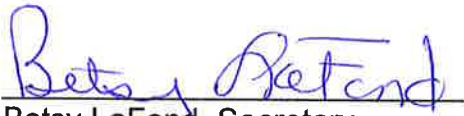
Pernick is pleased with the way the lights look on the M5 Bridge.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Hiscox, to adjourn the meeting at 8:05 pm.

MOTION CARRIED ANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, February 27, 2019.