

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING**
Wednesday, January 23, 2008
2869 N. Pontiac Trail
Commerce Township, Michigan 48390

CALL TO ORDER: Barbara Garbutt, Chairperson, called the meeting to order at 7:00 p.m.

ROLL CALL: Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Judy Sternberg
Betsy LaFond
Rick Sovel

Excused: Ann Marie Kelley

Also Present: Eric Suess, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by LaFond, to approve the Library Advisory Board Agenda for January 23, 2008, with the following additions: Add to **New Business c. Adult Programming** and **d. Local Library Updates**.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Sternberg, supported by LaFond, to approve the Minutes for the Library Advisory Board Meeting of December 19, 2007, with the following correction: On Page 3, in **OLD BUSINESS** under **Library Mission**, change, "**Betsy LaFond**" to "**Barbara Garbutt**".

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

Eric Suess reports a complaint letter was received from a library patron. The letter indicated how angry this patron was because she thought her computer usage at the library was turned off before closing hours. It was later confirmed the computers were shut off at 5:05 p.m. as customary. The patron has been addressed and corrected about the time the computers were shut off that day. She continues to use the library regularly.

FINANCIAL REPORT

The Committee reviewed the current Financial Report.

DIRECTOR'S REPORT

Eric Suess, Library Director gave his report.

- Circulation for December dropped as was expected, but it is still over 44 percent above the same period in 2006.
- On Wednesday, January 16, 2008 the Architect, Mr. Hartman, the Designer Mr. DeBear and the Builder Mr. Kumer, met with representatives from the Library and with the Township Supervisor to discuss the Library reconfiguration project.
- The AEDs have been received and we will begin installation and training shortly.
- I attended the ALA Midwinter Meetings in Philadelphia from January 12-14, 2008.
- The State Aid report is completed and will be transmitted shortly.
- The Township Supervisor has indicated he wishes to hold our Joint Meeting at the Township Office in conjunction with the Township's April 22nd Discussion Meeting. This may possibly be in place of our April 23rd regular meeting.

OLD BUSINESS

a. Friends of the Library

Twenty-two people were in attendance at the Friends meeting on January 9, 2007. The next Friends of the Library General Meeting will be February 6, 2008.

Volunteers will be needed for The "Friends Day", February 23, 2008 and at the book sale. Pat Hildebrand will be making book marks for the book sale.

OLD BUSINESS (Continued)

b. Reconfiguration

Eric Suess reports that the Architect, Mr. Hartman, the Designer, Mr. DeBear and the Builder, Mr. Kumer met with Tom Zoner, Township Supervisor and other representatives from the library to discuss and review the reconfiguration process. They feel that the project could begin this mid May 2008, which gives the library staff time to get everything organized and ready. They expect the project to extend 3-4 months.

Eric and April visited the newly renovated Plymouth Library to take note of its design and just gage what they liked or didn't like. Eric comments that the library is a very beautiful library, beautiful colors and the use of a lot of wood and generous display spaces that he would like to incorporate in the reconfiguration.

c. Library Mission

The newly appointed Sub Committee, Jason Pernick, Carol Keeler and Barbara Garbutt presented three examples of the written Library Mission. The Committee reviewed and discussed the examples and made their choice.

MOTION by LaFond, supported by Keeler, to adopt the Mission Statement as follows: "The Mission of the Commerce Township Community Library is to provide equal access to information, ideas and knowledge, and to promote reading and discovery within an innovative and inviting environment."

MOTION CARRIED UNANIMOUSLY

d. AEDs

Eric Suess reports that the AEDs have arrived and the installation and training should be in place very shortly. They will receive two six-hour training courses for CPR and the use of the AEDs.

Jason Pernick suggests that the AEDs should be mounted and ready to use upon delivery.

e. State Aid

Eric Suess reports that the application for State Aid is completed and will be promptly filed with the State.

OLD BUSINESS (Continued)

f. Policy on Charitable Solicitation

Eric Suess reports that the Township was not aware of any existing policy on charitable solicitation.

The Committee decides not to pursue a written policy for charitable solicitation but leave to the discretion of the Library Director.

g. Preparation for LAB/Township Joint Meeting

Eric Suess reports that the Township set the date for the Joint Meeting on April 22, 2008 at 7:00 pm at the Township Offices.

Barbara Garbutt comments that she cannot be in attendance on that date because of a previous scheduled commitment.

Ann Marie Kelley had emailed each Committee member stating that she could not be in attendance on that date as well.

Rick Sovel suggests that date may change and is not set in stone.

NEW BUSINESS

a. ALA Midwinter Meetings

Eric Suess reports of his attendance at the ALA Midwinter Meeting in Philadelphia from January 12-14, 2008. He was involved in the Intellectual Freedom Round Table and met two of the candidates for the next ALA President.

b. PLA Conference

The PLA Conference will be held in Minneapolis, Minnesota at the end of May 2008. Eric reports that this is a really strong conference and he and April would like to attend this year and pay for their own transportation costs.

Discussion:

Carol Keeler –

What percentage of the library staff has attended the ALA Conferences? I support the PLA Conference attendance, but it is equally important for there to be more opportunity for those who are less trained so they can acquire training and experience rather than sending the same individuals again and again. If we are going to support training in conferences, we need to support all staff.

PLA Conference Discussion (Continued)

Rick Sovel –

What is the education budget for 2008?

From a township official standpoint, given the state of this economy, it may not be the best time to request funding for additional travel expense.

Eric Suess –

Four of the six full-time library staff have been involved in conferences.

The cost for the conference is \$200.00 each for registration and three nights for hotel, approximately \$1,300.00 in funding.

The other staff who may want to attend are not willing to pay for their own transportation costs.

Jason Pernick –

It is unfortunate that out-of-State conferences are not allowed in the budget.

Barbara Garbutt –

Considering that Eric and April will be paying for the greatest cost of transportation to attend the conference, I don't think the funding is so great that the other costs cannot be approved. I think it is an important to be in attendance and be abreast of the new library technologies and information.

MOTION by Pernick, supported by LaFond, to recommend that the Township Board approve the funding, exclusive of transportation costs, for Eric Suess, Library Director and April Stevenson, Children's Librarian, for their attendance at the PLA Conference in May 2008.

ROLL CALL VOTE

AYES: Pernick, Garbutt, Sternberg, Keeler, LaFond

NAYS: Sovel

ABSENT: Ann Marie Kelley

MOTION CARRIED

c. Adult Programming

Barbara Garbutt begins discussion regarding adult programming. She comments that the library is sorely missing adult programs and the library should offer more.

Eric Suess agrees that they need more adult programming. He adds that they would need sufficient staffing for any additional programming.

Judy Sternberg suggests the idea of offering computer, finance courses or possibly cooking classes.

Adult Programming Discussion (Continued)

Rick Sovel suggests tax help would be useful.

Carol Keeler suggests a genealogy research and adult reading groups in the evening.

d. Local Libraries Update

Judy Sternberg presents a written report of local libraries programs, policies, facilities and funding. She comments that it is interesting to know what other libraries are doing and what programs or ideas they are involved with.

TOWNSHIP BOARD REMARKS

Rick Sovel reports the Township has obtained approval for the Martin Parkway Extension. If things go as planned, the road work will begin in about 2 weeks, trees are already being moved. We hope to see it completed and opened by November 2008. There will be a jumbo round-a-bout at the end of M-5. The entrance of the library will be off of Welch Road. If the Taubman Company goes through with the plans they discussed, they could purchase this property and in turn build a new 25,000 square foot library. All plans for the reconfiguration of this current building will depend on the next step of the Martin Parkway extension. Even if all this construction would start right away, the project could take up to three years. Now that we know the road is going through, all other plans could change. The Township will decide on what type of expenditure should be used on this current building.

OTHER MATTERS

None

ADJOURNMENT

MOTION by Keeler, supported by Sternberg, to adjourn the meeting at 8:30 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, February 27, 2008, 7:00 p.m. at the Commerce Township Community Library.

