

CHARTER TOWNSHIP OF COMMERCE
LIBRARY BOARD MEETING
Wednesday, January 25, 2006
2840 Fisher Avenue
Commerce Township, Michigan 48390

CALL TO ORDER: Barbara Garbutt, President, called the meeting to order at 7:02 p.m.

ROLL CALL:

Present: Barbara Garbutt
Carol Keeler
Ann Marie Kelley
Jason Pernick
Rick Sovel
Judy Sternberg

Absent: Betsy Lafond

Also Present: Eric Suess, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Sternberg, supported by Kelley, to approve the Library Board Agenda for January 25, 2006.

MOTION CARRIED UNANIMOUSLY

ITEM 2: APPROVAL OF MINUTES

MOTION by Sternberg, supported by Kelley, to approve the Library Board Meeting Minutes of December 28, 2005 with spelling corrections.

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

Bill Andrews, 815 Sleeth Rd. was present and comments the Library has a great selection of magazines. The DVDs have an original selection but feels that new releases should be checked out for a shorter time to provide greater access. He states that the location of the Library is the worst in the Township. He has heard the location will become a permanent location. Adds, that the dirt road is sub-standard, the traffic from Wal-Mart is dangerous from all angles. He feels the cell phone rule is not heavily enforced.

ITEM 4: CORRESPONDENCE

None

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ITEM 5: FINANCIAL REPORT

Ann Marie Kelley presents a written Financial Report.

ITEM 6: DIRECTOR'S REPORT

Eric Suess, Library Director gave his report.

- December's circulations dropped due to the Holiday, but statistics still strong. The drop was comparable to other area Libraries.
- Music CDs are available and being used. Expect to have an outstanding collection up to 2000 CDs.
- Continuing to deal with obtaining an official legal status, working with the Township's Attorney. The office of David Law, State Representative has drafted legislation permitting an appointed Library Board. The Library cannot offer 2005 Tax Forms until they obtain legal status.
- Volunteer Forms for Reading Month are posted on the Library's website.
- Will be working with the Richardson Center to assist with volunteers for reading with the children's programs.
- The first major project at the Library is to sort and process material in the storage room.
- Working with Baker and Taylor using a spreadsheet that would allow the order of approximately 10,000 adult non-fiction titles and 5,000 children titles. Using a recurring selection tool allowing the order of current bestselling titles.
- Additional programs have resumed since the Holiday. Recently held a Book Discussion and a Classical Music Appreciation Program.
- Popular Children's Author, Nancy Shaw will visit the Library in February.
- Local Author, George Mouradian will visit the Library in March.
- Hired Sandy Young on 1-23-06 to replace the former Library Clerk, Tracy Cullen.

ITEM 7: OLD BUSINESS

a. Friends of the Library

The Township Attorney will bring information to the Board Meeting on February 14, 2006

b. Permanent Library

No report.

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ITEM 8: NEW BUSINESS

a. Reading Month Activities

Eric Suess presents proposed events for Reading Month which includes: Dr. Seuss Birthday Party, a teen function, Eat, Drink and Be Literary, Guessing Jar for children 11 and under, Dr. Seuss Giant Birthday Card and a once-a-week Volunteer Storyteller.

b. Policy on Confidentiality of Library Records

Eric Suess offers a list of questions regarding Confidentiality Policies for the Board's discussion and input.

c. Policy on Emergency and Disasters

Eric Suess offers a list of questions regarding Emergencies and Disasters Policies for the Board's discussion and input.

ITEM 9: TOWNSHIP BOARD REMARKS

Barbara Garbutt states the Township Board approved the location change for the Library's Board Meetings.

Rick Sovel states the Township Board took no action regarding hiring two new Library employees

Discussion:

Carol Keeler questions if the 2005/2006 Budget allocates money for hiring additional staff as the Library functions and the need for more programming escalates. As the Library increases, the staffing will be inadequate. Why does the Township Board feel the only priority is to fill the shelves with books? She adds there is no place in the Library for private/quiet study.

Barbara Garbutt states that even smaller libraries have two Librarians. The Library Board and staff should make their opinion known as to what the Library should have. Suggests they use a carrel as a room divider to create private/quiet study.

Jason Pernick comments the Library leadership can advise the Township Board how the library should operate. Their collective opinion should be known to the Township Board. There is not sufficient staff to make use of the materials that are currently available.

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Eric Suess suggests they put in writing a priority list for the Township Board's consideration. He feels it is a priority to have a separate Children's Area.

Rick Sovel informs the Board they can request a Budget Amendment, and suggests that be done near July, 2006. The Township Board set up a Library Committee to consider professional opinions, legal advice and several professional consultants regarding those priorities. The Township Board hired and interviewed several companies to advise the project. They selected the same company that designed the West Bloomfield Library. He later adds the Township obtained a lease for the building, the lease for the Golf Course ended. Currently, the Township has received bids for architects if it is to remain as the permanent location.

ITEM 10: OTHER MATTERS

Barbara Garbutt- Are bestselling books are on the shelf yet?

Judy Sternberg suggests to having bestsellers in the front of the Library.

Rick Sovel suggests a program to offer tax assistance for the 2006 tax year, the Richardson Center only offers assistance for senior citizens. Local C.P.A.s may volunteer their assistance. Also suggests using card-stock type book marks with the Library's website and hours of operation listed, states the tracking of the website indicates people cannot find the Library's website. There is need for more advertisement of the website address.

Eric Suess- In the process of labeling and obtaining a bestseller's list from Baker and Taylor. Responds to having card-stock type bookmarks with the Library's website listed as CommerceLibrary.info

Carol Keeler- Does the Township send a newsletter that may be used to advertise the Library's website?

ITEM 11: ADJOURNMENT

MOTION by Keeler, supported by Pernick, to adjourn the meeting at 8:38 p.m.

MOTION CARRIED UNANIMOUSLY