

FINAL
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, January 26, 2011
2869 N. Pontiac Trail
Commerce Township, Michigan 48390

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

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Ann Marie Kelley
Betsy LaFond
Rick Sovel
Judy Sternberg

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by LaFond, to approve the Library Board Agenda.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Sternberg, supported by LaFond, to approve the December, 2010, Library Advisory Board Meeting Minutes, as submitted.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Library Board reviewed the current financial report.

- Ms. Ozinga is looking into an explanation regarding \$154,000 in transfers

DIRECTOR'S REPORT

Last week I attended a meeting of the Detroit Suburban Librarian's Round Table, and had a personal tour of the Southfield Public Library. It was quite an amazing place. Director Dave Ewick will be happy to give the board a personal tour. Can we agree on several possible dates for evening tours? I suggest 6 p.m. Once we have some dates I will also call Novi.

On the 2 days following the board meeting I will be attending the TLN Shared Automation System Manager's meeting, and the TLN Director's meeting.

CTCL will be hosting a Cub Scout Pinewood Derby event on Saturday January 29. This is normally held at the Richardson Center which is not available this year due to carpeting installation. The event will take place in the bar and the group will be using the back entrance.

Youth Services manager position has been posted on several list serves and applications are beginning to arrive. Closing date to receive applications is February 15.

I would like you to formally approve membership in the Lakes Area Chamber of Commerce for the Library with me as the appointed representative. The Friends have also joined and Barry Hiscox is serving as their representative. I attended a new member event last week.

We have a topic of concern on which we would like your input, regarding providing service to schools when the school is not located within the library's service area, but some of the students may be from our service area. We had a request from a program at Twin Suns Elementary for field trips for a federally funded program that is required to have a certain number of field trips. In her request the teacher noted that three of the field trips were already scheduled at the Wixom Public Library. We had to tell the teacher that due to a vacancy in the department we were unable to handle extra events for the time being, but we all had some reservations about providing this kind of service to a school not located in the library service district.

We are working with Milford to make CTCL cards available to Commerce residents in 2nd grade in their local schools, as part of a program the Milford Library conducts each year.

DIRECTOR'S REPORT (Continued)

The self checks using the tags were installed this a.m.; gates will be installed later this week.

The Township has set up a separate fund for donations to the CTCL. The fund currently has just over \$1200 in it. Treasurer Sue Gross has asked me for a policy regarding the fund. I have just sent her my very first rough draft, and will have a proposed version for you after discussions with Sue. My draft reads:

Draft

- Commerce Township Community Library
- Gift Fund Policy
- Cash gifts to the library should include a completed donor form wherever possible.
- Gifts will be deposited to a project fund for future use.
- Gift funds will be used for special programs, projects and major purchases. Authority for expenditure from the fund is held by the Library Director.
- The library will honor donor requests and in memoriam requests made by the donor.

Many of the above issues were further discussed under New Business and Other matters.

OLD BUSINESS

a. Friends of the Library

Friends of the Library have scheduled the following; dates will be listed when received:

- Annual meeting, April, 2011
- 2 book sales

b. Library repairs and configuration

- There was a major roof leak during the New Year holiday; has been repaired.
- Discussed creating a written program for building renovations
- Suggested meeting with the Commerce Township Board of Trustees during their regular discussion meeting on April 26, 2011.

MOTION by Keeler, supported by Kelley, to recommend to the Commerce Township Board of Trustees, to be included on the agenda for the April 26, 2011, meeting date.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

The Library Board and Ms. Ozinga discussed the following:

- Self checks have been installed
- Gates scheduled to be installed on Friday
- Staff has been learning the new RFID system
- Handing library information out at the woman's health fair at the country club
- State aid report has been complete and submitted
- Working on reconfiguring the front area check out desk
- Friends of the Library has joined the Chamber of Commerce
- Discussed benefits of the Commerce Township Library joining the Chamber of Commerce; membership fee is \$82.00

MOTION by LaFond, supported by Kelley, to recommend to the Commerce Township Board of Trustees, approval of the Commerce Township Library, with Connie Jo Ozinga as the representative, joining the Chamber of Commerce, at a cost of \$82.00

MOTION CARRIED UNANIMOUSLY

Discussion:

Does the library have an obligation to provide extended services (field trips, etc.) to schools that are geographically located outside of our area?

The Library Board was in agreement that depending on staff availability, the Commerce Township Library is happy to extend services to anyone within our district and surrounding school districts.

TOWNSHIP BOARD REMARKS

Rick Sovel gave a report on the Board of Trustees Meeting:

- No progress on deed for Library building
- Sandy Abrams has retired and Dan Munro was sworn in as the new Township Clerk
- 10 applications received to replace Mr. Munro on the Township Board of Trustees
- Library and open park/open space millage
- Wise Road update-state has agreed to sell property to Township
- Concert in the park, supported by the Parks and Recreation Committee
- Round-a-bout – county has taken over

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

Motion copied from Old Business

MOTION by Keeler, supported by Kelley, to recommend to the Commerce Township Board of Trustees, to be included on the agenda for the April 26, 2011, meeting date.

MOTION CARRIED UNANIMOUSLY

Motion copied from New Business

MOTION by LaFond, supported by Kelley, to recommend to the Commerce Township Board of Trustees, approval of the Commerce Township Library, with Connie Jo Ozinga as the representative, joining the Chamber of Commerce, at a cost of \$82.00

MOTION CARRIED UNANIMOUSLY

OTHER MATTERS

Ms. Ozinga passed out a rough draft of policies and procedures for the board members review. The board members suggested adding a gift policy, something to account for expenditures, and a building fund.

Ms. Ozinga visited the City of Southfield's library and has several local meetings scheduled in the near future. She is enjoying visiting and taking notes on local libraries and services they offer.

Brief discussion on future local library visits beginning with Southfield and Novi. The Board is eager to explore the green aspects of local libraries (Ferndale).

Geocash.com would like to put a team together to create a program in the area. This would benefit scout troops and anyone interested in such a program.

ADJOURNMENT

MOTION by Sternberg, supported by LaFond, to adjourn the meeting at 7:50 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, February 23, 2011, at 7:00 p.m. at the Commerce Township Community Library.