

*FINAL*  
**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, January 27, 2010  
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: Eric Suess, Library Director

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

**MOTION** by LaFond, supported by Sternberg, to approve the December 16, 2009, Library Advisory Board Meeting Minutes, with the following changes:

Page 2: Directors Report, bullet #6 – delete existing and replace with “The amendment to the Donated Materials Acceptance Policy was approved by the Township Board.”

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

## **CORRESPONDENCE**

None

## **FINANCIAL REPORT**

The Library Board was unable to review the current financial report as it had not been received by Ms. Kelley in time for the meeting.

## **DIRECTOR'S REPORT**

Mr. Suess reported on the following:

- December 2009 Circulation was 29,731 items. This puts us over 3,700 items ahead of last year, or an increase of almost 14 percent.
- Bids are being assembled for accessible doors for both ends of the lobby.
- Three more of our employees now hold a Masters degree in Library Science. These are Diane Santia, Dustin Brown and Keith Latinen. Congrats to them! Almost half the staff now has a professional library degree.
- I attended the ALA's Midwinter Meeting in Boston. Council meetings went more smoothly than most members have experienced. I chaired the Committee on Legislation's Subcommittee on Grassroots Advocacy. I also picked up an excellent collection development checklist for books in series, and the Strategic Planning book. I'm reading that now. In addition, I met informally with members of ALA's Executive Board and Executive Director. I attended several Intellectual Freedom (Committee and Round Table) meetings.
- Currently reading Strategic Planning for Public Libraries. Will create informal presentation with preliminary information to discuss at February's meeting.

## **OLD BUSINESS**

### **a. Friends of the Library**

Friends of the Library are still collecting books for upcoming sales.

### **b. Programs**

The Annual program calendar was passed out to the Library Board for review. Programs can be added at any time and are updated on the Commerce Township Library website.

The Library Board appreciates Mr. Suess rotating the dates and times of programs so patrons with various schedules have an opportunity to attend all programs if desired.

**c. Automation/Internet/E-Books**

Netbooks is currently on the library website with instructions on how to use. Ms. Keeler followed the directions step by step and could not complete the program. Who provided the instructions?

Mr. Suess will find out who authored the directions (outside company or Library) and provide feedback at February's Library Board meeting.

**d. Long Range Plan**

Suggestions on keeping public informed of various services Library offers and how to be of value to residents:

- Notify patrons on lobby TV of number of people using library on daily/weekly or monthly basis
- Prepare in advance for upcoming renewal of mileage
- Working with Ralph C. Richardson Center to reach as many seniors as possible. Educate them on services Library offers, etc.
- Rental fees for library materials
- Library needs to be valuable to the community. Talk with staff for suggestions on how to best serve patrons especially with technology making a lot of printed materials obsolete.
- Partnering with local schools. High schools do not have librarians this year due to budget cuts from the State. Offer support to schools and reach out to parents proving the value of the Library which would help support renewal of future mileages. (Commerce Township has more high schools than all surrounding communities)
- Sponsor a school night – could include tutors, school project assistance, etc.
- Keeping up with public demands.

**NEW BUSINESS**

**a. Recommendations from December**

No action taken.

**NEW BUSINESS** (continued)

**b. State of the Library presentation**

Mr. Suess gave an overview to the Library Board members. Below are highlights:

- Circulation and comparison
- Online tutoring
- Comparison with other libraries
  1. Square footage
  2. Staffing
  3. Children's programs
  4. Hours of operation
  5. Class averages
  6. Areas of need, spaces In need of attention
- Expansion of building
- Current staffing is at it's limit
- Conclusion and suggestions

**c. MLA Renewals**

No action taken.

**d. Monthly Information Requests**

Ms. Keeler spoke to the Board members regarding her suggestions for what type of information that would be helpful to begin working on a long range plan for the Library to best serve the residents in Commerce Township and other patrons that visit our library. Need to be as educated as possible and gain a clear picture of how the Library space and materials are being used.

Below are requests made to Mr. Suess which was well received by the other members of the Library Board.

Requests for information to be given to the Library Board Members monthly:

- Numbers detailing materials checked out by Commerce Township residents including print, DVD, audio, etc.
- Percentage of materials checked out by non residents broke down by print, DVD, audio, etc.
- Would like to have directors report well before scheduled meeting for proper review.
- List of monthly programs that did happen, attendance
- List of confirmed events for upcoming month.

**Monthly Information Requests** (continued)

- Computer usage from previous month
- Updates on professional development for staff
- Awards or special programs staff has been involved with in previous month
- Usage report on online databases
- Circulation stats are confusing to read-is there another format available?
- Activity room usage from previous month

**TOWNSHIP BOARD REMARKS**

Rick Sovel discussed the last Township Board meeting with the Library Board members.

The members asked Mr. Sovel to check the status of their request to the Township Board regarding maintenance on the entrance road to the Library.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None at this time.

**OTHER MATTERS**

Mr. Sovel explained that the road leading to the library (currently closed) will be open by the end of next year. This will create a second entrance/exit. The Library Board will soon need to discuss signage.

Items Mr. Suess will report on at the February Library Board Meeting:

- Rotation of events on 2010 calendar
- Net book directions
- Strategic Planning for Public Libraries presentation
- New requests for monthly information

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Kelley, to adjourn the meeting at 8:33 p.m.

**MOTION CARRIED UNANIMOUSLY**

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Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday February 24, 2010, at 7:00 p.m. at the Commerce Township Community Library.