

Final
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, October 22, 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: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Ann Marie Kelley, arrived 7:10 pm
Rick Sovel
Betsy LaFond
Judy Sternberg

Also present: Eric Suess
Brennen Thomas, Boy Scout
Mr. Thomas, Brennen's Father
Lakeland High School Students:
Alex Kozma Rachel Kozma
Kayla Craft Catlin Deslea
Emily Jump Kristian Montgomery
Liz Pauly

APPROVAL OF AGENDA

MOTION by Pernick, supported by Sternberg, to approve the Library Advisory Board Agenda with the following corrections:

Next meeting to be held on November 19, 2008

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Keeler, supported by LaFond, to approve the minutes for the Library Advisory Board Meeting of September 24, 2008.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Committee reviewed the current financial report.

Ms. Kelley inquired about the \$122,000.00 in refunds. Mr. Suess will check on this and report back to the Advisory Board.

Mr. Suess explained that databases would be added through September 9th.

Ms. Keeler asked that if the Library does not spend the allotted budget on books, does the remainder go back into the fund? Mr. Suess explained that there is a dedicated Library mileage. All funds go into the Library account.

DIRECTOR'S REPORT

Mr. Suess discussed the following:

- Circulation statistics (showing where Commerce items are circulated) as well as a patron count for September.
- The State Aid report is due by February, 2009. We will receive state aid this year,
- Reviewed the overdue fines report.
- The Museum Adventure Pass Program for the 08-09 period will begin on October 25, 2008. 3 Museums are dropping however 6 are being added.
- The Youth Department had 17 programs from September 15 – October 3, 2008, with 576 in total attendance.
- “Calm Your Financial Nerves” was held on October 21, 2008.
- Quotes for the library sign at the Pontiac Trail entrance were received for review.
- Time/Print management software review.

OLD BUSINESS

a. Friends of the Library

A meeting was held with 18 people in attendance. The fall book sale needs volunteers.

b. Website

Ms. Keeler will be sending a thank you to the members. There is a lot of valuable information in their report. It was suggested that the Advisory Board members review the information and it will be put on next month's agenda for review and discussion.

c. Library Furniture

- Mr. Suess explained that it was a real challenge to match the existing furniture.
- Future design and expansion of the Library still needs to be considered and further discussed before a final recommendation can be made.

d. Library Fines

Mr. Suess explained that the "free trial period" on the Unique Management program the Advisory Board previously discussed was misleading. There basically is no free trial period. Currently going through various software and looking at vendors to carry information however, there is not enough clear information yet to make a decision. Reports will be available before the next meeting.

Mr. Pernick suggested adding a page to the Library's website explaining fines.

Ms. Keeler added that at this time, we can't articulate yet if it's worth spending the money on getting fines back. She would like to see sample letters at the next meeting.

MOTION by Pernick, supported by Kelley, to direct the Library Director, to add a section to the website that discusses fines, how to reduce fines and to make other efforts to return merchandise to the Library. The Library Director shall also provide a sign at the front desk, and to do within 30 days.

MOTION CARRIED UNANIMOUSLY

e. Sign

The Advisory Board reviewed quotes received from Moore Signs, Jet Engraving & Signs, and PDQ Sign.

There was a significant price difference due to materials quoted. Mr. Sovel's opinion was that this would be a temporary sign and therefore, could use less expensive materials until a permanent sign is warranted.

Mr. Sovel requested that any quotes obtained for the Library be on official letterhead. He also added that the Library being a Government entity, sales tax is waived.

Kathleen will be contacted to make sure the sign approval does not have to go through the Planning Commission.

MOTION by Keeler, supported by Sternberg, to recommend to the Township Board the purchase of a Library sign from Moore Signs, not to exceed \$900.00.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

a. Library Internet Management

Mr. Suess and the Advisory Board discussed the following:

- There is a program for the copy machine that works off a swipe card system.
- You can add money to the card as needed.
- It allows printing from a laptop.
- The Committee recommended Envisionware; this program is being used at the West Bloomfield Library.
- Carol Keeler will visit West Bloomfield Library to try the system and report back to the Advisory Board.
- A direct quote will be obtained.

b. Personnel Information

Mr. Suess brought the Advisory Board up to date on personnel.

- 1 of the 2 clerks recently hired already left the position. The former employee quickly decided the job was not for him. A replacement has already been chosen and will be starting next Monday.
- “Jose” will start at the Library on November 3, 2008.

Mr. Pernick stated that we would be going back to voters soon for renewed funding for the Library. We should continue to provide good customer service and the current staff should be commended for the excellent work they do.

TOWNSHIP BOARD REMARKS

Mr. Sovel brought the Library Advisory Board up to date on discussions held at the last Township Board meeting:

- Nothing new to report on the building.
- Most of road will be complete next week with exception to the bridge.
- Road construction projects.
- Working on budget.
- ASME Union worked as a group to save money wherever possible. The group effort saved 2 jobs.

OTHER MATTERS

Ms. Kelley mentioned that one of her co-workers had a school assignment that required her to look at mission statements. She had chosen Commerce Twp Library. Ms. Kelley's co-worker was impressed with the website and thought we had a great mission statement.

ADJOURNMENT

MOTION by Sternberg, supported by Kelley, to adjourn the meeting at 8:05 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday November 19, 2008, at 7:00 PM at the Commerce Township Community Library.