

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING**
Wednesday, October 25, 2006
2869 N. Pontiac Trail
Commerce Township, Michigan 48390

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

ROLL CALL: Present: Barbara Garbutt
Rick Sovel
Carol Keeler
Judy Sternberg
Betsy LaFond
Ann Marie Kelley
Jason Pernick

Also Present: Eric Suess, Library Director

APPROVAL OF AGENDA

MOTION by Keeler, supported by Sternberg, to approve the Library Board Agenda for October 25, 2006, with the following additions: **Add: Item e. Bike Rack to Old Business.**

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Pernick, supported by Sternberg, to approve the Minutes for the Library Board Meeting of September 27, 2006 with the following corrections: **On page 2 in DIRECTOR’S REPORT, 3rd bullet, change “New and notable” to “new and notable” and the word “sill” to “still”; 5th bullet, 1st line, change “Children’s” to “children’s”, 2nd line, change the word “tree” to “three”; page 4, under OLD BUSINESS, Item f. Change, “I will bring it to the October Meeting” to “I will bring to the October’s Township Board Meeting”; Page 5 under Holiday Schedule, 8th bullet, change “5-day-of-week and 7-day-of-week” to “5-day-a-week and 7-day-a-week.”**

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORREPENDENCE

None

FINANCIAL REPORT

Ann Marie Kelley brings the financial report summary for the Committee's review.

BUDGET

Rick Sovel reports the library's budget was approved at the last Township Board Meeting. He comments that it is the responsibility of the Library Director to not exceed the allocated amount on each category of the budget.

DIRECTOR'S REPORT

Eric Suess, Library Director gave his report.

- Circulation for September was down at literally every TLN library an average of 16 percent. CTCL's drop was about 9 percent, the 5th lowest drop in the system. We were still about 20,000 items circulated.
- The bicycle rack has been ordered from All About Play (manufactured by Ultra Play), and is expected to arrive by the end of the month. This will be surface-mounted and will be chained into place by Carl. It holds up to eight bicycles.
- The purchase of an Eco-Smart disc resurfacer from TRI was approved by the Township Board. The quote included shipping, but since I attended the MLA Annual Conference, I was able to order the machine there with free shipping and an extra supply kit.
- There is a concerted effort to add a significant number of books from the back room to our circulating collection. Just in the past week, several hundred books have been linked and shelved. In addition to full-time staff, two pages have been taught how to link (with more complicated materials being set aside for full-time employees to complete), and two clerks are spending time linking as well. The two remaining pages will be working with volunteers to make sure shelving is accomplished quickly and accurately.
- The posted bestseller lists have been enlarged both in terms of physical size and number of books included.
- Magnetic name tags will be ordered at \$5.50 per name tag. The same company can provide a name display for the names of the members on the Library Advisory Board, which can be posted in the lobby.

OLD BUSINESS

a. Friends of the Library

No report given.

OLD BUSINESS (Continued)

b. Permanent Library

No report given.

c. Official Recognition of Formation

No report given.

d. Barring of Patrons

Eric Suess presents several area library behavior policies. The Committee discusses particular wording and make suggestions for an updated policy on barring of patrons. Eric will provide the revisions at the next meeting.

e. Bike Rack

The bicycle rack has been ordered from All About Play (manufactured by Ultra Play), and is expected to arrive by the end of the month and be installed.

NEW BUSINESS

None

TOWNSHIP BOARD REMARKS

Rick Sovel gives a summary of the Township Board Meeting. He suggests planning ahead and coordinating information with the library website for the next newsletter.

OTHER MATTERS

Eric Suess comments that in the latest New York Times list, the library owned 35 of the top 35 recommended fiction titles listed and 15 of the top 16 non-fiction titles listed.

Rick Sovel comments the Township Board will need to approve the 2007 Calendar Schedule in November.

ADJOURNMENT

MOTION by Sternberg, supported by LaFond, to adjourn the meeting at 8:02 p.m.

MOTION CARRIED UNANIMOUSLY