

Final Draft 11/19/10 & 11/22/10
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, November 17, 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
Judy Sternberg

Absent: Rick Sovel-excused

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Pernick, supported by Keeler, to approve the Library Board Agenda.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

None

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Library Board reviewed the current financial report.

- State Aid has been received and credited to the budget
- Budget transfers
- Building fund
- Unemployment compensation
- Electronic database budget

DIRECTOR'S REPORT

Mrs. Ozinga reported on the following:

This LAB package is coming to you on Monday, as I spent much of last week at the Michigan Library Association meeting in Traverse City. I was pleased to finally get to see the now ten year old "new" library in TC. I remember the old library, a Carnegie with a spiral staircase and an addition that looked like a shoebox pushed up to the Carnegie's side.

Hot topics at the conference were funding, most particularly penal fines, and renaissance zone reimbursements. The Troy library was brought up several times. I attended programs about strategic planning, economic development support programs, library law, vendor/library relations, and mystery authors.

I was pleased to discover that I already knew some of the vendor reps. And I learned that an old acquaintance is the Library Director in White Lake.

I spoke with several architects, as well as Chris De Bear at Design Associates, who worked on the original design and layout of our building interior. I want to find someone who can walk us (staff, board, community) through the process of defining what we need and develop preliminary drawings based on the program created. How do you want to handle selection of a firm for this?

In other news the Friends of the Library book sale made over \$5,000.

Tagging continues. Ben and part time staff worked on Veteran's Day tagging. The 3M rep told me he expects our gates to be delivered at the end of this month.

I will have a recommended list of closing dates and board meeting dates for 2011 for your review at the meeting.

The Advisory Board and Mrs. Ozinga discussed the scheduled closing of Troy City Library.

OLD BUSINESS

a. Friends of the Library

- The FOL book sale raised approximately \$5,400.00
- The Advisory Board wishes to thank FOL for their dedication to the Commerce Township Library. FOL and their volunteers spent many hours preparing for and working the most recent book sale. Ms. Keeler has sent thank you letters in the past and will send the board's appreciation via letter.

b. Library repairs and configuration

- Ms. Ozinga has been speaking with Design Associates and other architects on the design and layout of the interior of the library building. She would like to move forward with selection of a company to begin the project.

NEW BUSINESS

a. Policies

- Library policies should be looked at and updated appropriately
- Message board

b. 2011 Holiday Closing

Mrs. Ozinga and the Library Advisory Board discussed the following:

- Thanksgiving holiday closings
- Holiday pay
- Staff availability
- Scheduled Township closures
- Legal holiday closures
- Non legal holiday closures (mothers day/fathers day)
- Primary purpose of library is to serve constituents to the best of their ability

MOTION by Sternberg, supported by LaFond, to recommend to the Township Board of Trustees, acceptance of the amended 2011 Commerce Township Community Library holiday closings.

MOTION CARRIED UNANIMOUSLY

c. 2011 Meeting Schedule

Mrs. Ozinga and Library Advisory Board determined that the November and December, 2011, meeting dates will be scheduled for the 3rd Wednesday of the month. November 16, 2011, and December 21, 2011.

MOTION by Sternberg, supported by LaFond, to recommend to the Township Board of Trustees, acceptance of the amended 2011 Library Advisory Board meeting dates.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

Mr. Sovel was absent from tonight's meeting.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

2011 Holiday closings
2011 Library Advisory Board meeting dates

OTHER MATTERS

- On November 30, 2010, there is a scheduled CSI presentation – 30 patrons have already registered
- Library received 40+ chairs from the old township hall
- Minimizing librarian involvement at the circulation desk is currently being discussed. There is sufficient circulation staff available to cover minimized librarian hours at the circulation desk.
- Part of staff job description is to review materials to ensure they are appropriate to place in the libraries circulation. Do not want to send impression to township staff and/or patrons that library staff has downtime; this is a routine job duty. How can library educate on this job duty?
- With recent time change parking lot is very dark early in the evening. Mrs. Ozinga will check timing of lights to help ensure safety of patrons and staff.

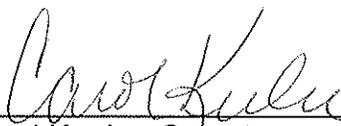
At the next scheduled meeting, Mrs. Ozinga will update the advisory board on:

- Timing of lights in parking lot
- Finalized 2011 holiday closings
- Finalized 2011 meeting dates
- Library tours

ADJOURNMENT

MOTION by Pernick, supported by Kelley, 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 December 15, 2010, at 7:00 p.m. at the Commerce Township Community Library.