

FINAL
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, November 18, 2009
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, arrived 7:09 pm
Judy Sternberg

Absent:

Also Present: Eric Suess, Library Director
Students from Lakeland High School

APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the Library Board Agenda, with one addition under New Business, b. Calendars.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Sternberg, supported by LaFond, to approve the October 28, 2009 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.

Mr. Suess will report back to the Board on unanticipated insurance costs.

DIRECTOR'S REPORT

Mr. Suess reported on the following:

- October 2009 Circulation was almost 34,000 items. This puts us about 3,400 items ahead of last year. We continue to have circulation near that of libraries, which are much larger.
- The Friends of the Library held their fall book sale. It was their most successful four-day sale, raising over \$5,600.00.
- McCarthy Construction Company has completed water testing. Before this month's meeting I will be meeting with Tom regarding the results. Essentially, water entered the building for a variety of reasons in each of the eight places tested.
- Several computer classes have been held. They covered basic computer usage, Excel and Word.
- The chairs for the sail table have been shipped and should arrive this week. In addition, we are exploring shelving for the top of the low shelves in the children's area (where the picture books are shelved).
- The State Aid application is now available, and I am working on completing it. It covers our fiscal year 2008.
- Diane and Florence attended a morning cataloging training class held by TLN.
- Waiting on a price for 20 shelf tops from Library Design. Depending on how much the cost is, also looking at constructing the shelving in house.

OLD BUSINESS

a. Friends of the Library

Pat, Friends of the Library, and the Library Advisory Board discussed the following:

- The book sale was very successful; they raised a total of \$5,600.00. On Wednesday alone, they raised \$2,200.00.

Friends of the Library (continued)

- They received the keys and took a tour of the old Township Building. They will sell all the items that were left in the building and the profits will go to the Friends of the Library.
- They would like to make exclusions to Library Donation Policy. They can no longer accept encyclopedias and Readers Digest condensed books because they are not a sellable item and take up storage space. Other libraries and Friends of the Library have exclusions in their donation policy.

b. Programs

Mr. Suess explained that he continually is working on the calendar. A rough draft was passed out to members of the Library Advisory Board for their review and comment.

Every other Saturday will be set aside for “how to” clinics, which will include a variety of topics such as quilting, basic home repair, etc.

c. Automation/Internet/E-Books

Mr. Suess discussed multi-users and the current agreement relating to automation.

Mr. Suess will send an email to Amazon and/or Kendall to inquire on E-book programs that may be suitable for the library. Kendall seems to be the standard at this time. A public option for downloadable books needs to be pursued.

d. Visioning Discussion

The Library Advisory Board discussed the following:

Polo shirts – Mr. Suess has not had a chance to check on the polo shirts. The library staff was not enthusiastic about paying for the shirts themselves. If shirts are available, suggestions have been made to have a light insignia and no logo on the shirts.

Handicap doors –

Floor plan – There was a staff meeting to discuss rearranging the floor plan. The consensus of the Library Advisory Board was negative regarding rearranging furniture in the library. They need additional space for the library and rearranging the furniture will not be a benefit to staff and patrons of the library. The Friends of the Library may donate a counter for the entrance of the library.

Garbutt -The sign at the Ralph C. Richardson Senior Center should be utilized to promote the Library. Ms. Garbutt will talk to Emily.

Visioning Discussion (continued)

Garbutt - A discussion about books at the Richardson Senior Center should get people interested in coming to the library.

Circulation policies.

Open house during National Library Week.

Community bulletin board – should be moved from the copier area to the lobby and used to display community news. All postings need to be approved by Eric Suess and shall exclude advertisements of “items for sale”.

The library has been at this location for two years. It is time to conduct a survey and put a strategic long-term plan in place to meet the growing needs of the library. Input needs to come from a variety of people and organizations. This will be on next months agenda in hopes of presenting a recommendation to the Township Board

e. Furniture

Chairs were delivered this afternoon.

NEW BUSINESS

a. Recommendations from October

ADA – At the November meeting, there was a request for the Library Director to obtain three quotes. Mr. Suess will obtain a copy of the Motion.

Handicap door – Mr. Suess spoke with Chuck Kummer and his concern is that the doors presently swing out. It would be difficult to position a button near the doors because of the location of the “book drop”. Mr. Kummer will review this further and provide a proposed plan and cost to the Library Advisory Board.

b. Calendars

The 2010 Library Advisory Board Meeting date calendar was distributed to members of the Board for their review.

MOTION by Sovel, supported by Pernick, to recommend to the Township Board of Trustees, acceptance of the 2010 Commerce Township Library Advisory Board Meeting and Library closure dates.

UNANIMOUSLY

MOTION CARRIED

TOWNSHIP BOARD REMARKS

Rick Sovel gave a report on the October 2009 Township Board of Trustees Meeting.

- Budget was approved
- Printed a copy of line items for 2010, relating to the library
- Fees for Library Advisory Board – Members took a 5% reduction in pay
- Two employees of the Police Department and two employees of the Fire Department were laid off work.
- The budget submitted by the DDA was not approved. They will review the budget on December 8, 2009.
- The State will not allow a signalized intersection at the entrance of the Library. They would like a round about installed at a cost of 5.3 million dollars.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

The Commerce Township Library Advisory Board recommends to the Township Board of Trustees, adoption of the Amended Book Acceptance Policy allowing exclusions, as recommended by the Friends of the Library, at the November 18, 2009 Library Advisory Board Meeting.

OTHER MATTERS

Mr. Pernick requested the meeting Calendar for the Library Advisory Board be posted online.

ADJOURNMENT

MOTION by LaFond, supported by Sternberg, to adjourn the meeting at 8:20 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday December 16, 2009, at 7:00 p.m. at the Commerce Township Community Library.