

FINAL
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, November 19, 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. at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Ann Marie Kelley
Rick Sovel
Betsy LaFond
Judy Sternberg

Also present: Eric Suess
Lakeland High School Students
Amber Noland Lauren Stark
Jessee Hoisington Josh Mulligan

APPROVAL OF AGENDA

MOTION by Keeler, supported by LaFond, to approve the Library Board Agenda with the following additions:

Add Demo letter for fines under Old Business

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by LaFond, supported by Keeler, to approve the minutes for the Library Advisory Board Meeting of October 22, 2008, with the following corrections:

Page 2, Financial report – Correct spelling of “Keeler”

Page 4, Personnel Information – Correct spelling of “Jose”

Page 4, last paragraph, first sentence – change “increased” to “renewed”

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None.

FINANCIAL REPORT

The Committee reviewed the current financial report.

Ms. Keeler questioned some overages in the budget and asked if we considered this for next year's budget. The Committee had a lengthy discussion on categorization of the current and future budgets.

DIRECTOR'S REPORT

Mr. Sues discussed the following:

- Circulation for October rose to above 30,000.
- Distributed the report of fines owed on Commerce materials. The report is an accurate one.
- Signs regarding fines for library materials were placed by the self-checks, and a Director's message has been placed on the website.
- The Friends of the Library had their book sale and made over \$3,900.00.
- Moore Signs stated that the library sign should be in place within the next three weeks.
- The newest employee of the Library, Jose', is getting familiar with daily activities quickly and working out well.
- Future plans on Wolverine Lake's Library and being of service to their residents.

OLD BUSINESS

a. Website Demo

Ben Sebrowski gave a detailed demonstration of the changes that were to be made to the Commerce Twp. Library website. The following was discussed and reviewed:

- Working on a layout change.

Website Demo (continued)

- Dynamic content window added – will cycle through twice and then stop.
- Moved menu to the top of screen allowing quick access.
- Drop down menu structure.
- Search within the site searches entire site and is now located at the top.
- Date added to main page – will update as the day changes.
- “Find it quick” is available throughout the website.
- Sub menu’s are expandable and can go farther.
- Striving to stay under three clicks for patrons to find information on the site. Most menu items can be found in one click.
- Children and teen pages have a feel of having their own page.
- Graphical icons for children to click on.
- Changes are still being made – updates to the site are a work in progress.
- Research databases.
- The updated design allows the events calendar to cover a larger portion of the screen that makes it easier to read. Descriptions are available per activity.
- Event registration on-line – provides staff with real time information.
- Target date for completion of the main page and children’s page is December 15-20th, 2008
- Future blogging for adults and teens.

After the demonstration, the Committee agreed that this is a great start. The site is very sharp and easy on the eyes. The feedback from the Committee that reviewed the website was extremely helpful.

b. Library Internet Management

Official quotations from SAM and EnvisionWare were distributed to the Committee members. The Committee, Eric and Ben had a lengthy discussion on the programs and cost. Due to review of SAM at a previous meeting, most of the discussion was related to EnvisionWare. Highlights from the discussion are as follows:

- Official quotes from SAM and EnvisionWare were reviewed. The quote provided from EnvisionWare was much more detailed than the quote from SAM.
- Other local libraries that use EnvisionWare.
- Staff time involved in using the programs.
- Direct print from laptops.
- EnvisionWare has been in business for over six years.
- Brighton and Milford are both switching to EnvisionWare from SAM.
- Some libraries currently using SAM do not want to switch companies due to the initial cost being high.

Library Internet Management (continued)

- Ben's opinion, after speaking to several colleagues, is that other libraries are much happier with EnvisionWare's program and service.
- Most of SLC uses EnvisionWare.
- Commerce Twp. Library has 25 public computers – when additional furniture comes in, without expansion, there will be four additional computers.
- Full build out will add 22 computers.
- Initial charge will be \$90.00 per station for a software license fee on new computers with EnvisionWare.
- Wireless printing is \$50.00 per station/printer.
- With EnvisionWare, the maintenance fee stays the same no matter how many computers there are.
- Copier compatibility.
- Time management system for computers.
- Costs when the library expands.
- There is a need for this product and it will add value to our customer service.
- Patrons ask for wireless printing on an ongoing basis.
- There is money set aside in the current budget anticipating this type of purchase.

MOTION by Keeler, supported by Kelley, to recommend to the Township Board, allocation of funds in the amount of \$13,475.00, for the purchase of EnvisionWare Computer and Financial Management System.

MOTION CARRIED UNANIMOUSLY

MOTION by Kelley, second by Sternberg, to recommend to the Township Board, allocation of funds in the amount of \$4,405.40, for the purchase of 2nd, 3rd, and 4th year maintenance contracts from EnvisionWare Computer and Financial Management System.

MOTION CARRIED UNANIMOUSLY

c. Friends of the Library

Board of Directors Executive Committee is meeting tonight. Agenda is available for review.

d. Library Furniture

Mr. Suess stated that he still has not been able to speak with Ms. Christine Callaghan from the furniture supplier.

e. Library Fines

Mr. Suess reviewed the following with handouts and discussion:

- Breakdown by item rather than by patron – went from \$60,000 to \$45,000 – some fines were inappropriately designated to us.
- 17,000 items have some sort of fine associated with them
- Most items are overdue vs. lost.
- 439 people are associated with lost items.
- There have been a number of people bringing back lost books since library fines were added to the webpage and at the front desk.
- Compared numbers with Redford Library.
- Are there grounds for a sub committee made up from the Library Board to review fines and make a recommendation?
- Phone calls and letters are in progress in an attempt to get lost materials returned.
- Unique Management still has not sent a sample letter.
- Mr. Suess would rather lean away from using a collection agency if the announcement on the website, making phone calls and sending out letters for lost materials is working.
- Running monthly reports to keep abreast of how many books are lost vs. late and to keep track of progress.

At the request of the Committee members, Mr. Suess will run reports on the seventh of every month. (Friday or Monday if the seventh falls on the weekend) By staying with a consistent timeframe, it will be easier to compare what efforts are working and ultimately, if further collection efforts will be needed.

f. Sign

Scheduled to be installed in about 3 weeks. The down payment was sent in.

g. Demo letter for fines

Per Mr. Suess, the company has not yet provided the letter.

NEW BUSINESS

None.

TOWNSHIP BOARD REMARKS

Mr. Sovel apprised the Library Board of discussions held at the last Township Board meeting:

- Paving done for the season
- Roundabout
- Target

OTHER MATTERS

None

ADJOURNMENT

MOTION by LaFond, supported by Sternberg, to adjourn the meeting at 8:48 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday December 17, 2008, at 7:00 PM at the Commerce Township Community Library.