FINAL DRAFT

CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, December 15, 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
Carol Keeler, Secretary
Betsy LaFond
Rick Sovel
Judy Sternberg

Absent: Jason Pernick, Vice Chairperson, excused
Ann Marie Kelley

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by LaFond, to approve the Library Board Agenda.
MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Keeler, supported by Sternberg, to approve the November 17, 2010, 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.

DIRECTOR'S REPORT
Connie Jo Ozinga reported on the following:

-Gift
We have received of gift of $407 dollars from Meijer's Inc. My understanding is that Eric had applied for this earlier this year. I do not know if it was requested for a specific purpose, and neither did the person who called me from Meijer's. CTCL does not have a gifts and donations fund. Normally this would be receipted as general revenue. Janet and I have discussed whether a gifts and donation fund should be established for the library. I will keep you posted on any decision.

-State Aid
According to the State Librarian, all state aid distributions for this year are on hold due to a law suit filed by the Herrick Public Library in Holland. Rather than explain the details I am including with your packet an article regarding the case that was on Mlive.com.
-Friends Christmas decorations Don't miss the lovely Christmas decorations at the library. I would especially recommend the shelf behind the reference desk. Pat, the Friend's President looked for ideas for Christmas decorations made from books. She created several lovely items from book sale books.

-Building issues
During a heavy rain a few weeks ago we had leakage in 2 places. The wet floor in the children's area on the south side was due to a window issue. The wet floor on the east side came in under a door. There is a certain amount of old water damage on the east end as well. I noticed earlier this week that the lighting was out on the big sign at Pontiac Trail. Carl informs the light fixtures are just gone. An inexpensive alternative will be installed soon. Windows will be repaired when weather conditions improve. Exterior flood lights are in the process of being installed. Connie will update the Board in January.

DIRECTOR'S REPORT (Continued...)

-Building planning
As I have told you before, I am planning to bring an architect/designer/consultant to assist us with writing a building program. This will define our space needs in writing and serve as the basis on which building planning is based. I am asking for proposals that will also provide for community input in the process. I plan to have a written proposal for the library advisory board's January meeting. Also in January will have proposed RFP for consultant. Proposal will include meetings with township staff and community

-2011 Dates
Library Advisory Board Members will find new copies of the 2011 dates list in this mailing. There is no change in the LAB meeting schedules, except that I have corrected the date at the top. The closing dates is slightly revised and is in the form in which it was sent to the Township Board. Additional closed dates are the Sundays of Memorial and Labor Day Weekends. Ben told me that TLN would be down for maintenance on those days and that the library has closed in the past on these days. Township Board approved both at last nights meeting. 2 Sundays were added to be closed due to TLN maintenance, which is the same every year. Board agrees.

-Resignation
Mary Rice, Head of Youth Services, has resigned effective the end of this month. She has accepted a similar job with the Milford Library

-Additional information discussed

- Today is move day for TLN from Southgate to Novi
- Staff enjoyed an informal holiday lunch this afternoon
- Plowing company will plow snow if 2" or more snow falls. Seeking a solution to removing snow from approach after Road Commission plows county road.
- A separate fund for special projects and programs should be created so donations/gifts do not become part of operating funds.
- Normal distribution of state aid is on hold due to a court case currently in progress.
- Friends of the Library did a beautiful job decorating for the holidays. Very much appreciated by staff and patrons are enjoying the unique decorations.
- 3m RIFD system upgrade. A portion of the CD collection and few items that were checked out at the time of tagging, still needs to be tagged. Permanent security gate will not be shipped until March, 2011. Possibility of barrowing a gate from another library
- Plans to reconfigure the back end of library. Next month would like to have one (1) meeting with township staff and one (1) meeting with the public.

OLD BUSINESS

a. Friends of the Library

No new information to report. The FOL continues to be an essential part of the library.

b. Library repairs and configuration

Discussed in Directors Report.

c. 2011 Library Closing Dates

Discussed in Directors Report.

NEW BUSINESS

CSI program was very well attended and a well rounded, enjoyable program for patrons and staff.

Patrons using "overdrive" successfully. Not as intuitive as one would imagine. Would we get more usage out of this and the databases if there were instructions? Ms. Ozinga informed the Library Board that classes will be offered on downloadable media. The board would like to see these classes advertised perhaps on website, lobby, etc.

The Library Board expressed their request for a general long term calendar of the staff's plans for programming.

TOWNSHIP BOARD REMARKS

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

- November meeting – A new directors position has been created in technology management. Mr. Ben Sebrowski was awarded the position and now reports directly to Mr. Tom Zoner, Township Supervisor. Mr. Sebrowski's time and compensation will be shared between the township hall and the library.
- Sandy Abrams resigned as Township Clerk. Township Board nominated and approved Township Trustee, Mr. Dan Munro, as the new Township Clerk for the remainder of the 4 year term. To continue in the position Mr. Munro will have to run for office.
- Construction will begin this week on an electronic billboard at the railroad crossing and will be operating by January, 2011. Switches every 10-15 seconds. Allowed a community message 1 out of every 6 or 12 advertisements. Send any requests to Township Clerk, Dan Munro. All ads for the township are free of charge.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

The Library Board would like to tour other libraries to gain ideas for reconfiguration of the Commerce Township Library. An evening round of tours will be scheduled and they will begin with visits to Southfield and Novi libraries as a group.

Libraries are moving towards paperless. E-readers will be used and evaluated by library staff to see if this is something the library would like to offer to patrons for check out.

ADJOURNMENT

MOTION by Sternberg, supported by LaFond, to adjourn the meeting at 7:50 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, January 26, 2011, at 7:00 p.m. at the Commerce Township Community Library.