

FINAL
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, December 16, 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
Betsy LaFond
Judy Sternberg

Absent: Ann Marie Kelley
Rick Sovel

Also Present: Eric Suess, 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 LaFond, supported by Keeler, to approve the November 18, 2009, Library Advisory Board Meeting Minutes, with changes reviewed between the recording secretary and Betsy LaFond.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Library Board reviewed the current financial report.

DIRECTOR'S REPORT

Mr. Suess reported on the following:

- November 2009, circulation was almost 32,715 items. This puts us about 18% ahead of last year. We continue to have circulation near that of libraries which are much larger.
- The Strategic Planning Book (Strategic Planning for Results by Sandra Nelson, published in 2008 by PLA) was backordered, so is not available for this meeting. I will include it in January.
- There is an informational television in the lobby that was purchased and donated by the Friends of the Library. It was very inexpensive to create this visual in the lobby. We will run a continuous Power Point presentation with a variety of information regarding policies, programs, contacts and more. Content suggestions are welcome.
- I presented a "State of the Library" message to the Township Board at their December meeting. This will be added to January's agenda to review with the Library Advisory Board.
- Library Advisory Board meetings for 2010, and the Closings Calendar was approved by the Township Board.
- The amendment to the Donated Materials Acceptance Policy was approved by the Township Board.
- According to Janet Bushey, the amount in the library building fund is \$2,955,365.87. Also the insurance will be changed. It should be \$3,322 for building insurance and \$966 for the Chevy Equinox totaling \$4,288.
- Per Ms. Keeler's suggestion, Mr. Suess forwarded a power point presentation used for the State of the Library to the Advisory Board members for review.

OLD BUSINESS

a. Friends of the Library

- Do not have a current report from Friends. They are currently doing pre-sales of the items left at the old Township Hall.

b. Programs

The final copy of programming is not ready as there are a couple of changes requested from the Township that need to be made.

c. Automation/Internet/E-Books

No new information.

d. Long Range Plan

Mr. Suess explained that Chuck Kummer is currently pulling bids together regarding the handicap accessible door. There should be something to report on in January, 2010.

The Patron counter is not up yet – Mr. Suess will make sure it is in place by the meeting in January.

The Advisory Board and Mr. Suess had a brief discussion on how Commerce Library loans their books to other libraries.

NEW BUSINESS

a. Recommendations from November

TOWNSHIP BOARD REMARKS

Rick Sovel was absent, therefore not able to provide a report this month.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

The Library Advisory Board recommends to the Township Board, that the paved road coming into the Library be reviewed for maintenance. The Board requests any necessary action immediately be taken to ensure the safety of the motoring public.

OTHER MATTERS

None.

ADJOURNMENT

MOTION by Sternberg, supported by Pernick, to adjourn the meeting at 7:16 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday January 27, 2010, at 7:00 p.m. at the Commerce Township Community Library.