

*FINAL*  
**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, December 17, 2008  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Garbutt, Chairperson, called the meeting to order at 7:03 p.m. at the Commerce Township Library.

**ROLL CALL:**

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

**Absent:** Eric Suess, excused  
Carol Keeler, Secretary, excused

**Also Present:** Three Government students from Lakeland High School

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

**MOTION** by Sternberg, supported by Kelley, to approve the minutes for the Library Advisory Board Meeting of November 19, 2008, with the following corrections:

Page 2, under Old Business add "that were to be" after the word changes in the first sentence.

Page 3, under b. Library Internet Management – 1<sup>st</sup> bullet - add "Official" before the word Quotes

2<sup>nd</sup> sentence under 1<sup>st</sup> bullet, change the word quotation to "quote"

**MOTION CARRIED UNANIMOUSLY**

## **PUBLIC COMMENTS**

None.

## **CORRESPONDENCE**

None.

## **FINANCIAL REPORT**

The Committee reviewed the current financial report.

## **DIRECTOR'S REPORT**

Mr. Suess was unable to attend the meeting. Below are highlights from the Directors Report that was distributed to the Committee Members:

- Circulation for November fell to about 27,500. December figures will likely drop and then pick up again in January. Circulation Report and report on patron visits for November were reviewed.
- Fines report
- The Friends of the Library has agreed to purchase headphones for each of the public computers.
- The library sign is in place.
- Attended the ALA Washington Office in DC on December 8-9, 2008.

## **OLD BUSINESS**

### **a. Library Internet Management**

Township Board passed, 5 to 1, the recommendation for the purchase of EnvisionWare. The Board only wanted to lock into a 2-3 year maintenance contract as software could change in the future.

### **b. Friends of the Library**

No new information is available at this time.

**c. Library Furniture**

Ms. Garbutt informed the Committee that per Mr. Sues, he still does not have any information from Ms. Christine Callaghan. Her company cannot locate the original quote for furniture; she is having her assistant look for it. It is Mr. Sues' hope that Ms. Callaghan will provide him with the necessary information for him to bring to the Committee at the January meeting.

**d. Library Fines**

No new information has been received with regard to Library Fines.

**e. Sign**

The new Library sign was installed today, December 17, 2008.

**NEW BUSINESS**

**a. Library Advisory Board 2009 meeting schedule**

The schedule has been approved; Committee members made note of the schedule.

**b. Library closure schedule 2009**

Committee members made note of the schedule.

**TOWNSHIP BOARD REMARKS**

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

- Met with DDA – currently there is no offer to purchase the library property. Future expansion has been tabled and the timeframe for future expansion is undetermined.
- Approval of EnvisionWare software and maintenance contract.

**OTHER MATTERS**

Ms. Garbutt explained that per Mr. Sues, changes are continuing to be made to the Library Website. Completion should be approximately the 2<sup>nd</sup> week of January 2009.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by LaFond, to adjourn the meeting at 7:23 p.m.

**MOTION CARRIED UNANIMOUSLY**

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Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday January 28, 2009 at 7:00 PM at the Commerce Township Community Library.