

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY BOARD MEETING**

Wednesday, December 28, 2005
2840 Fisher Avenue
Commerce Township, Michigan 48390

CALL TO ORDER: Barbara Garbutt, President, called the meeting to order at 7:00 p.m.

ROLL CALL: Present: Barbara Garbutt
Carol Keeler
Ann Marie Kelley
Betsy Lafond
Jason Pernick
Rick Sovel (Arrived at 7:05 p.m.)
Judy Sternberg

Also Present: Eric Suess, Library Director

APPROVAL OF AGENDA

MOTION by Carol Keeler, supported by, Betsy Lafond to approve the Library Board Agenda for December 28, 2005.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by, Carol Keeler, supported by, Barbara Garbutt to approve the Library Board Meeting Minutes of November 24, 2005 as written.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

None

DIRECTOR'S REPORT

Eric Suess, Library Director gave his report.

- Fall programs successful over 1,100 people involved. Library busy with lots of activity.
- Shelves are done on one wall. A number of books have been sorted with eligible volunteers.
- Challenge has not been responded to.

DIRECTOR'S REPORT CON'T

- A good variety of music CDs are in and available to be checked out. Cases are available, double CD inserts are ordered.
- New book labels are in.
- DVDs will be moved to children's side.
- Working on the next level of flyers.
- Library continues to progress with inventory of approximately 32,000 items including large print books.
- Newly remodeled website.

Carol Keeler - Questions, CDs with parental ratings.

Jason Pernick - Asks how large a collection is currently available.

Ann Marie Kelley - Asks what is the circulation of Library use.

Barbara Garbutt - Questions how many use other libraries.

Eric Suess - Responds to all four questions.

- CDs with parental ratings are also available with versions without parental ratings.
- The Library continually purchases new CDs with no actual target number, but expects about 1,000 CDs.
- There is a good mix of people using Commerce materials with Walled Lake having 350-500 patrons. The vast majority are Commerce patrons. Checking in and out at least four to five bins of interloans per day. A great benefit in having "Virtual Access" with the entire cooperative.
- Wixom 10-12,000 circulation a month, Walled Lake 6,000 a month. Among the 60 plus area Libraries, Commerce is ranked 6-7 which is appropriate for its population.
- Also mentions that brand new books and best sellers and DVDs are not shared.
- Comments his staff was not happy with the article in Thursday's local paper, did not portray the Library in a positive light. They thought the article was negative.

OLD BUSINESS

a. Friends of the Library

Eric Suess states nothing happened due to a family death of the person preparing the legal work

b. Permanent Library

Rick Sovel states there is no new information.

NEW BUSINESS

a. Personnel

Eric Suess discusses that the current Clerk, Tracy Cohen, has left for a different full-time job. An advertisement for that position was posted and they have received a number of qualified resumes already. The last day to receive job applications for that position is Thursday 12/29/05.

Regarding professional personnel, Eric Suess's narrative for the budget includes monies to hire degreed personnel for staffing the reference desk.

Carol Keeler - Being a new board member, questions if one purpose of the Board is to make recommendations. She would like to recommend the Township Board to approve hiring only degreed personnel for reference desk work. She comments that other libraries do not use Para- professionals.

Betsy Lafond - Agrees.

Barbara Garbutt - Agrees, stating with the population of 38,000 people, we should have a good library. More librarians needed and we need to work hard to accomplish that.

Judy Sternberg - Has budget concerns, knowing a Masters degree would require appropriate remuneration. The new library has taken on many new personnel already.

Carol Keeler comments, if you want material on the shelf we need more staff. Time span can't be met with only two professional staff. Need to consider providing additional professional staff.

Carol Keeler - Needs clarification, is the budget set? Can the budget change?

MOTION by, Carol Keeler, supported by, Betsy Lafond to have the Township Board consider a reallocation of the Library budget, allowing for one additional full-time professional degreed staff member to help accomplish the goals of the Library.

ROLL CALL VOTE:

AYES: Garbutt, Keeler, Lafond, Pernick, Sternberg, Kelley

NAYS: Sovel

MOTION CARRIED

Discussion:

Betsy Lafond - Any budget allocated to add new staff?

Carol Keeler – What staffing is recommended this year and what is provided?

Discussion Con't

Eric Suess – Two full-time professionals and two full-time non-professionals.

Rick Sovel - Is 100% of Ben's Sebrowski's salary coming out of the library?

Jason Pernick – What is the budget next year, can we transfer funds already allocated to hire personnel?

Eric Suess – Does not want to take monies from books and materials. There is no room for spare monies. \$600,000 is what we need to operate. A degreed professional staff member's compensation about \$35,000 per year.

Judy Sternberg - Questions the 2006 budget, if we expend monies on personnel increase is there any monies for improvement or another library?

Rick Sovel - There was a projection done. There is sufficient money. Rick gives current projection of book budget and personnel budget.

Barbara Garbutt - If we agree to make a motion, can it be done?

Ann Marie Kelley - How much per year would a professional cost?

b. Library Fines Schedule

- Eric Suess states all fines are approved by Township Board.
- Recommended Library fine schedule is as follows:
DVD's - \$1.00 per day
All other material - \$0.10 per day

MOTION by, Judy Sternberg, supported by Jason Pernick to recommend the Township Board to approve Library Fine Schedule.

MOTION CARRIED UNANIMOUSLY

Discussion:

Rick Sovel - The Library is a hot topic with the Township Board. The inventory of books is the main focus for 2006. There is a big emphasis to buy books and find volunteers to work in the Library and take a role in the development.

NEW BUSINESS CON'T

c. Library Board Meeting Location

- Barbara Garbutt addresses the board that she doesn't feel the need to meet at the Township Hall and sit on the platform. She believes the Library Board should meet at the Library.
- All other Board Members agree.

Motion by Carol Keeler, supported by Judy Sternberg, to have the February 2006 Library Board Meeting at the Commerce Township Library.

Motion Carried Unanimously

Discussion:

Rick Sovel - Instructed Eric Suess that the Library meeting should use the platform for their meeting even though they are an advisory board, unique and different, they should work like all other township board meetings

TOWNSHIP BOARD REMARKS

None

OTHER MATTERS

Barbara Garbutt - Comments that March is reading month and we should tap into other sources for volunteers.

Ann Marie Kelley - States a need for a mass mailing to inform everyone in the community about our Library.

Eric Suess - States they attempted a one-page flyer to advertise.

Barbara Garbutt - Questions if we advertise on cable?

Rick Sovel - States eight communities share the cable ads.

The next Planning Commission meeting will be Wednesday February 22, 2006 at 7:00 p.m.

ADJOURNMENT

MOTION by Carol Keeler, supported by Judy Sternberg, to adjourn the meeting at 8:01 p.m.

MOTION CARRIED UNANIMOUSLY