

FINAL-Board Approved 3/23/11
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, February 23, 2011
2869 N. Pontiac Trail
Commerce Township, Michigan 48390**

CALL TO ORDER: Jason Pernick, Vice Chairperson, called the meeting to order at 7:00 p.m. at the Commerce Township Library.

ROLL CALL:

Present: Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Betsy LaFond
Rick Sovel
Judy Sternberg

Absent: Barbara Garbutt, Chairperson, excused
Ann Marie Kelley, excused

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by Keeler, supported by LaFond, to approve the January 26, 2011, Library Advisory Board Meeting Minutes, with the following correction:

Page 3 – replace “concert under the stars” with “concert in the park”

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Library Board reviewed the current financial report. Ms. Ozinga explained that the \$154,000 that was questioned last month was tax revenue moving to a different fund.

DIRECTOR'S REPORT

Connie Jo Ozinga reported on the following:

- Statistics for January 2011
- Annual report for 2010
- Shared staff in service day on November 11, 2011 at the Milford Library.
- Circulation Assistant Keith Latinen has resigned effective March 2, 2011.
- Interviews are being scheduled for the Youth Services Manager position; 29 applications were received.
- 3M RFID system – would like to order from 3M, two of the AV security case unlockers that work with our self check units for \$6,700.00 per unit.
- State budget impact on local libraries.
- Collected email addresses from the Board to eliminate any emailing issues. It was strongly suggested all email relating to government business only be sent to Board member's commerce email addresses, not personal email addresses.
- Meeting for a tour of Highland Library in March. All board members are invited and will receive a detailed invitation to the tour via email
- 4% increase, 4.7 for 2010, compared to 2009, in circulation so far this year. Passed out and reviewed library statistics
- Circulation job was posted this past Monday, February 21, 2011

The Board had a great deal of discussion on the need for security cases:

- Is this much money needed for this product? CD's will be phased out in the near future?
- Families are cutting down on entertainment, come to library and use these products on a regular basis, will be used for years to come
- Have paid the money for the new system, is working great. If this allows the public to come in and complete a transaction themselves, it would be beneficial to the library and its patrons.
 - Cut down on staff hours assisting with check outs
- If denied this purchase, would the funds be able to be spent on additional staffing or a higher priority item or will library lose funds?

DIRECTOR'S REPORT (Continued)

MOTION by Keeler, supported by LaFond, to recommend to the Township Board of Trustees, approval to purchase two (2), 3M RFID AV security case unlocker systems at \$6,700.00 per unit, not to exceed a total purchase of \$14,000.00.

GARBUTT-	ABSENT	PERNICK-	YEA
KEELER-	YEA	LAFOND-	YEA
KELLEY-	ABSENT	SOVEL -	NAY
STERNBERG-	YEA		

MOTION CARRIED

OLD BUSINESS

a. Friends of the Library

- Board members have agreed on fall sale date, will provide date at next meeting
- Friends (FOL) have joined the Chamber of Commerce. Ms. Ozinga is planning on attending future functions with FOL Board Members.

b. Library repairs and configuration

Ms. Ozinga explained and discussed the following:

- Buildings drains
- Standing water
- Current roof condition
- Large pot hole in the road leading to the library building. Will follow up on repairs

c. 3M RFID AV security openers

Discussed during Directors Report

NEW BUSINESS

No new business to discuss.

TOWNSHIP BOARD REMARKS

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

- David Law replaced Dan Munro on the Board of Trustees
- Round-a-bout pre construction has begun
 - Waiting for weather to break to begin actual construction
 - Currently planning detour routes

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

(Copied from Directors Report)

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GARBUTT-	ABSENT	PERNICK-	YEA
KEELER-	YEA	LAFOND-	YEA
KELLEY-	ABSENT	SOVEL -	NAY
STERNBERG-	YEA		

MOTION CARRIED

OTHER MATTERS

Discussed the City of Troy Library's scheduled closing.

ADJOURNMENT

MOTION by LaFond, supported by Sternberg, to adjourn the meeting at 7:41 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, March 23, 2011, at 7:00 p.m. at the Commerce Township Community Library.