

DRAFT
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, February 24, 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
Judy Sternberg

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

Also Present: Eric Suess, Library Director
Students from Lakeland High School

APPROVAL OF AGENDA

MOTION by Keeler, supported by Sternberg, to approve the Library Board Agenda.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the January 27, 2010, Library Advisory Board Meeting Minutes as submitted:

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

Ms. Keeler described and distributed a flier describing the benefits of becoming a member of the "Friends of Michigan Libraries" organization. Membership is \$35.00 annually. Membership benefits include workshop training, website perks, planning process information to assist in realizing library goals, resources, volunteer support, and other activities relating to communications.

Discussion followed and the Advisory Board was in agreement that membership would benefit the Commerce Township Library as long as this membership does not replace membership to MIA.

MOTION by Keeler, supported by Garbutt, to recommend to the Township Board, that the Commerce Township Library Advisory Board become members of the "Friends of Michigan Libraries". The annual membership fee is \$35.00 a year.

MOTION CARRIED UNANIMOUSLY

FINANCIAL REPORT

Ms. Kelley emailed the Advisory Board members before tonight's meeting to inform the members that a financial report had not been received for the 2nd month in a row.

Mr. Suess will speak with the accounting department in hopes to receive the financial reports for the March, 2010, meeting.

DIRECTOR'S REPORT

Mr. Suess reported on the following:

- Eric, as requested in an email I sent on Friday morning, please forward the Directors Report via email. Thank you!
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OLD BUSINESS

a. Friends of the Library

The Friends of the Library's annual meeting is in April, 2010. Volunteering is needed – if available; please contact the board members of the Friends of the Commerce Township Library.

b. Programs

- Ralph C. Richardson Center is hosting a book discussion for the Library.
- A list of programming is on the Commerce Library website.

- The Big Read – fliers are available for this program. It would benefit local schools to give them fliers for this event.
- Request the digital board at the Ralph C. Richardson Center display information regarding The Big Read.
- A brochure/booklet from the Baldwin Public Library was passed out for review. A lot of public libraries seem to be inviting note worthy authors to their facility and offsetting the cost by selling tickets. Another idea is partnering with local schools.
- Prefer long term programming be placed on the Commerce Library website. This way patrons will be aware of basic information several months in advance. Additionally, Friends of the Library can better assist the programming if known well in advance.

c. Automation/Internet/E-Books

Mr. Suess explained that Ben, Commerce Library Employee, is redoing the front page of library website. It has not been launched yet – coming along nicely.

d. Long Range Plan

New patron counter – Advisory Board is looking for numbers. Mr. Suess does not want to install until the handicap door installation has been completed.

e. Library repairs and configuration

Mr. Suess discussed the following with the Advisory Board:

- At this time the present building that holds the Library has become a long term location primarily due to the current economy.
- The Commerce Township Board of Trustees gave Tom Zoner, Township Supervisor, approval to explore expansion of Library space and/or reconfiguration.
- Need to realize priority areas for revamping the space of the current library floor plan.
- Mr. Zoner requested a prioritized list of what the Advisory Board would like to see within the footprint of this library.

This item will be placed on next month's agenda for discussion.

NEW BUSINESS

a. Recommendations from January

No action taken.

TOWNSHIP BOARD REMARKS

Rick Sovel was not present to discuss the January, 2010, Township Board meeting.

Chairperson Garbutt made note that the Township Board has been continually working on the budget and the property on Wise Road.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

“Friends of Michigan Libraries” membership.

OTHER MATTERS

Circulation signage – positive remarks
Staffing of reference

Mr. Suess will report on the following, to the Advisory Board, at the March, 2010, meeting:

- Financial reports
- Friends of Michigan Libraries membership status

ADJOURNMENT

MOTION by Keeler, supported by Sternberg, to adjourn the meeting at 8:00 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday March 24, 2010 at 7:00 p.m. at the Commerce Township Community Library.