

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING**

*Wednesday, February 27, 2008*

2869 N. Pontiac Trail

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, Chairperson  
Jason Pernick, Vice Chairperson  
Carol Keeler, Secretary  
Judy Sternberg  
Betsy LaFond  
Ann Marie Kelley  
Rick Sovel

Also Present:      Eric Suess, Library Director

Balsam Kareem, a Senior from Lakeland High School, is present to observe the Committee Meeting as part of his course requirements.

**APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Sternberg, to approve the Library Board Agenda for February 27, 2008 with the following additions: in **NEW BUSINESS, 9 b.** add, **Time Management Software**; in **OLD BUSINESS, 8 e.** add, **Library Advisory Board Name Plates**; **f. Adult Programs** and **g. Eldorado Golf Sign.**

**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Keeler, supported by Sternberg, to approve the Minutes for the Library Advisory Board Meeting of January 23, 2008, with the following corrections: In the **TOWNSHIP BOARD REMARKS**, change, **“If the Toddman Company goes through with their plans, they will purchase this property...”** to **“If the Taubman Company goes through with the plans they discussed, they could purchase this property...”**.

**MOTION CARRIED UNANIMOUSLY**

## **PUBLIC COMMENTS**

None

## **CORRESPONDENCE**

None

## **FINANCIAL REPORT**

The Committee reviewed the current Financial Report.

## **DIRECTOR'S REPORT**

Eric Suess, Library Director gave his report.

- Circulation for January climbed back up, despite the TLN week-long outage. Circulation currently stands at over 24,000 items. This is almost 4,000 more than last year at this time. Because "holds" were unavailable for anyone on the system for a full week, we probably lost almost 4,000 regular transactions as well. The numbers therefore look very good. February will also be slightly lower because of it and because it is a shorter month.
- On the evening of January 23<sup>rd</sup>, the library database of the Library Network suffered a major hard drive failure, knocking out service to over fifty libraries. Their tape back-up was eaten by the machine that was supposed to restore it and the redundant hard drive at Sirsi (the company that makes our circulation software) had not kept up. The failed hard drive was sent to California, where a company was able to extract all data and send it to TLN electronically. It was presumed they would be functioning by Monday, January 28<sup>th</sup>. In fact, it wasn't until Tuesday evening that some functionality returned and the full functionality was restored by mid-morning on Wednesday, January 30<sup>th</sup>.

During the downtime the system was unavailable for use in checking out materials, returning materials, searching the catalog or placing any kind of holds. Despite original conditions, the internet was eventually accessible. We remained open on Thursday, January 28<sup>th</sup>, with only very minimal capability, especially due to a large program scheduled for that evening. That day I called Sue Gross and recommended closure Friday through Sunday, and we have no negative comments regarding this, other than one complaint about the phones, which was addressed to the patrons' satisfaction. We were able to do several valuable things during this time. The thousands of items returned during this time were checked and sorted, making it very easy to put these into the system once it came back up. The shelves were "read" (put in good order) thoroughly, which is a tedious task, but a valuable one.

## **DIRECTOR'S REPORT (Continued)**

Notices were placed on the website and at the library detailing the outage. The phone message was changed as well. We also allowed patrons to place holds and renew materials via email messages on our website. This entailed several hours of work once the system came up, but it made for an easy return. Other libraries did not close for the same period, though many considered it. Each has a staff much larger than ours, or with far smaller circulation. As it is, the time spent preparing to re-open allowed us to come back to normal within a few hours of system availability. In contrast, many other libraries of all sizes took much longer to recover.

- April Stevenson and I visited the beautiful Plymouth Library along with Chris DeBear from Library Design Associates and architect George Hartman. We got some very good ideas for our building. Chief among them for me was the lighting. While the children's area was beautiful the specialty lighting left several dark spots. April was impressed with some of the seating. All in all, it was a valuable site visit.
- We have not scheduled the CPR and AED training for the staff at this time. March 19 – 20, 2008 is set as a tentative date

## **OLD BUSINESS**

### **a. Friends of the Library**

Barbara Garbutt reports from the last meeting. The Friends were busy with last minute preparations for the Open House that was held February 23, 2008. Two other topics discussed were the sign on the front that covers the Eldorado Golf sign and the need for more people to work at the book sale.

Eric Suess comments that \$120.00 was raised at the last book sale and six new memberships for the Friends of the Library.

### **b. Reconfiguration**

Eric Suess reports that workers have been up on the roof and looking around, but nothing other than that to report.

Rick Sovel comments that if everything goes as planned, if the road is built this year it could start the process of someone developing this current property. The completion of the round-a-bout is a big factor, and the timing then could stretch into the second year. The timing of relocating this library could possibly extend into two to three years.

### **Reconfiguration (Continued)**

Betsy LaFond questions, even if the library property is purchased by a developer and the library is torn down, are we still going through with the reconfiguration? If we spend \$300,000.00 on the reconfiguration and the library is torn down, will people in the community be disappointed with the waste of money?

Rick Sovel responds, you are not going to make every one happy. It will not be the Township's money to rebuild the library. The developer will build a 25,000 square foot library, paid by the developer. Our community voted for a library and we have outgrown our library space for providing programs, youth room, more computers, etc. We cannot wait to see if a developer will purchase our property. We need to move forward with the reconfiguration

### **c. Library Mission**

Eric Suess comments that he had given the Mission Statement to Ben but it has not yet been posted on the website.

Barbara Garbutt suggests that the Mission Statement be mounted on a plaque for public view.

### **d. Preparation for LAB/Township Joint Meeting**

Rick Sovel comments that he was disappointed with the Township Board action at the February Township Board meeting regarding the Library Advisory Board Joint Meeting. It has been the practice of the Township Board to meet with the various Committees for joint meetings. It was first scheduled to have the Library Committee meet along with the Township Board in the April's Discussion Meeting. Tom Zoner, Township Supervisor was informed that at least two of the Library Committee members could not be in attendance and a new date should be scheduled. Mr. Zoner requests a couple alternative dates for the joint meeting.

Jason Pernick comments that having a Joint Meeting at the end of the Township's meeting seems we are being short-changed; as with all the other Joint Meetings, it should follow that Committee's regularly scheduled meeting.

Carol Keeler poses the following questions for Rick Sovel:

Are the other Committees met with annually?

How many other Committees did the Township meet with last year?

Do you have any sense as to why there is hesitation to meet with us?

## **OLD BUSINESS (Continued)**

### **e. Library Advisory Board Name Plates**

Carol Keeler comments that currently the Library Advisory Board Member's names are listed under the "Teen" section on the Library's website and it needs to be changed. She also suggests that as a committee member, representing the community, it would be helpful to have our email address listed along with our name

### **f. Adult Programming**

No discussion held.

### **g. Eldorado Sign**

The Committee requests that Rick Sovel find out what is happening with the Eldorado Golf sign.

## **NEW BUSINESS**

### **a. Role of Library Advisory Board**

Rick Sovel shares a written summary sent from Tom Zoner, Township Supervisor regarding the Role of the Library Advisory Board Members. Rick explains the roles of other Township Committees.

#### **Discussion:**

Barbara Garbutt –

We do represent the community and we need to know specific information regarding the operation of the library. I would like to feel a part of this library other than just coming here once a month. We are here to address the items on the agenda and to advise the Township what we believe is good for the library. We are looking to have the best library around and it is our job to find the best routes to do that. Educational seminars are one way to add growth and knowledge. We need to discuss these things, otherwise, we are being oppressed and there isn't a need for us to be here.

Carol Keeler –

How do we approach the Township Board to reconsider new policies?

When can we talk about policy and the need to revisit a policy?

If policy changes can only be done within the Township Board, where does the positive reason for the change come from?

I find this outline insulting.

Are we being accused of something with this outline?

### **Role of Library Advisory Board (Discussion Continued)**

Carol Keeler -

We are working with the library director, not the staff, isn't that the appropriate avenue for effecting change?

Is this is a proposal or working document that we add to, change, alter and send back for approval?

We need to spend some time with the Township Board to discuss our role as to what they actually expect of us.

Eric Sues-

What is the expected outcome of this outline?

What are the expectations that the Township Board expects from this document?

In the budget narrative it included discussion that the advisory board wanted out-of-state funding, did that get discussed?

Jason Pernick -

If no one brings a need for a change of policy, then policies never change.

If our role is not to advise the Township, then what is our role?

The issues we as a Board discuss and agree upon and then transmit to the Township Board should be received and considered. It is disturbing to me that they have the attitude that they don't want to hear from us. I would hope they would say, "Thank you, we will consider it, and not say, "No we don't want to hear your opinion on the subject."

I would like to know the appropriate time to present our opinion. If there is a time when our opinion is accepted, I would like to know when that is.

We need to invite them to attend one of our regular scheduled meetings and not attend the end of one of their meetings.

Judy Sternberg -

I have been involved with grant funding and I am used to this sort of policy, I can relate to what you are speaking about. I can understand the out-of-state policy.

Is this is a job description that is set in stone? It could be a malleable document that we can adjust.

Ann Marie Kelley-

Perhaps we should invite the Township Board to our meeting to discuss the meaning of this outline.

I would hope that we do not have to check off every item on this list before we have the opportunity to meet with the Township Board.

Rick Sovel –

Policies can be addressed at budget time. The budget is discussed quarterly.

I am here to bring that information to the Township Board.

## **Role of Library Advisory Board (Discussion Continued)**

Rick Sovel -

The Board feels that you do not have to go out of state to get training. The Library is not being singled out.

The majority of the Township's in Michigan have the same policy; they do not fund out-of-state seminars.

New information and training can be obtained today on webinars.

### **a. Time Management**

Eric Suess comments that the current time management system for our computer usage is not working well. TLN supports a time management software called SAM and the cost is \$300 a year per computer. What we have now is not working efficiently. We have become so busy now that we now have a problem. I am not aware of other systems that interface with TLN. We need to consider a new time management system.

#### **Discussion:**

Jason Pernick-

I think we should be careful that we are doing what is cost-effective before doing anything.

Carol Keeler-

I would like to know how many other area libraries in the community are using the SAM System.

Rick Sovel-

We could create a written policy for computer usage and use the money for software costs more reasonably.

## **TOWNSHIP BOARD REMARKS**

Rick Sovel reports that the Township did meet with the DDA on the road progress and there is no major news at this point. The trees have been removed.

## **OTHER MATTERS**

Eric Suess comments that he would appreciate being informed regarding the progress of the DDA that affect the library. Our patrons ask questions and we do not have information of the progress to pass along. Our customers would like to see the changes of the library and it would be appreciated if we could be more informed of the items that affect the library. Any kind of displays for our patrons to view would be helpful.

**OTHER MATTERS (Continued)**

Jason Pernick comments that it would be a great opportunity to promote and inform the public of the great changes happening to our community.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by LaFond, to adjourn the meeting at 8:35 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, March 26, 2008 at 7:00 p.m. at the Commerce Township Community Library.