



## **DIRECTOR'S REPORT**

Eric Suess, Library Director gave his report.

- Circulation for January was over 20,000 again, as expected. This is 27% higher than January, 2006. I've attached our circulation figures.
- Donations have somewhat surprisingly continued to pour in. We continue to add a good number of them to our shelves. I have continued to give Sue Gross copies of the donation forms.
- The reference positions will be filled shortly. Both successful applicants should have an offer before this meeting. There have been an astounding number of excellent candidates, and the process has been difficult. We'll be getting two excellent librarians!
- Jenny Bradley, who has been our full-time Circulation and Processing Head since day one, may be leaving for a job in Arizona. She has had complications, so it is unclear whether she will be able to accept the job, but we wish her luck. In the meantime, we've posted her position on TLN to make sure we have someone in place soon, should Jenny leave.
- Lisa Hoenig, the Library Director from Wixom, visited our library with three of her Library Board members. They were impressed with our operation and layout. I will be attending their February 26<sup>th</sup> Library Board meeting and will report to their full Board on our statistics and status. From what I gather, it appears they are close to opening up to full reciprocity with us soon. I hope to help them move in that direction. Milford, on the other hand, seems not to be moving that way. Their Director, Tina Hatch, congratulated me on our official status, but indicated that they were not yet ready to serve our patrons. I have not heard back yet from West Bloomfield or Walled Lake.
- Elizabeth Norton was chosen for the Youth Librarian position.

## **OLD BUSINESS**

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

Eric Suess shares an email from Linda Mayer, attorney for the Township and the incorporator of the Friends of the Library, stating that it was suggested that Tom Zoner, Sue Gross and Sandra Abrams be appointed as the Board Directors for the Friends of the Library.

Rick Sovel comments that there has to be a Township representative appointed. We don't want to have everyone on the Library Board as a Friend.

**OLD BUSINESS (Continued)**

Eric Suess comments that it is unusual to have a Friends group with Township representation. I have never seen a Friends group with oversight from the municipality.

**b. Permanent Library**

Rick Sovel reports they are moving forward and there have been some changes made. The location for the permanent library is still undecided. We will be meeting with the Downtown Development Authority in March to make further progress.

Barbara Garbutt comments there has been discussion regarding the Links of Pinewood, it would include too many architectural changes. Another possible option that has been discussed is to build a new building in the Dodge Park area on Commerce Road.

**c. Library Policy Legal Review**

The Committee reviewed the Library Policy Legal Review with the revisions made from the Township's attorneys.

**MOTION** by Sovel, supported by Kelley, to submit the Library Policy Legal Review to the Township's Attorney with the changes noted and be returned to the Library Advisory Board.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Keeler, supported by LaFond, to remove the Library Policies from the table.

**MOTION CARRIED UNANIMOUSLY**

**d. Future Library Needs and Goals**

Eric Suess reports that he is collecting demographic data on cardholders to compare with data from the township at large, to determine which areas of the community we are successfully and unsuccessfully reaching.

**e. MichiCard**

Eric Suess reports that participation in the MichiCard program was unanimously approved by the Township Board.

Judy Sternberg reports that the West Bloomfield and the Walled Lake Library does not participate with the MichiCard program.

**NEW BUSINESS**

**a. Processing Volunteer Position**

- b.** Eric Suess reports Pat Wisniewski is a devoted volunteer who provides daily processing work at the library. It has been suggested that she could be employed at the library for minimum wage. I would prefer not to lose her efforts. She has processed thousands of books for us. Her schedule would be Monday through Thursday, not to exceed 15 hours per week. There is room in the budget to hire a Processing Page and Tom Zoner thought it made perfect sense.

**MOTION** by Pernick, supported by Sternberg, to recommend to the Township the employment of Pat Wisniewski as a Processing Page at minimum wage.

**ROLL CALL VOTE:**

**AYES:** Garbutt, Sovel, Pernick, Sternberg, Kelley, LaFond

**NAYS:** Keeler

**MOTION CARRIED**

**Discussion:**

Rick Sovel – Normally Township positions are advertised and posted. It has been a policy that a husband and wife cannot be employed in Township's positions.

Barbara Garbutt – Would this be permanent position?

**c. Open Reserves Discussion**

Eric Suess reports that his staff is not willing to support the idea of having open reserves. There are several reasons that include, we may have something on reserve that doesn't belong to us and the patron would still have to come to the counter to have the materials checked out. If we have an open reserve and a patron walks off, there is no security tag. Having open reserves presents significant privacy issues.

**TOWNSHIP BOARD REMARKS**

No report given

**OTHER MATTERS**

Eric Suess suggests that the library make purchase of some necessary library furniture. He discussed the needs for the board books, magazine rack and the youth room shelving.

**MOTION** by LaFond, supported by Sternberg, to recommend the purchase of Youth Room Shelving from Library Design Associates for \$1822.50 plus labor. Funds to be derived from the Furniture Budget.

**MOTION CARRIED UNANIMOUSLY**

**OTHER MATTERS (Continued)**

**MOTION** by Pernick, supported by Kelley, to recommend the purchase of new furniture as discussed from Office Max or Office Furniture Solution. Funds to be derived from the Capital Fund, not to exceed \$3,100.00.

**MOTION CARRIED UNANIMOUSLY**

Carol Keeler comments that she was unable to find a direct connection to tax forms on the library's website.

Eric Suess states that tax forms are available on the website.

**ADJOURNMENT**

**MOTION** by Keeler, supported by LaFond, to adjourn the meeting at 8:35 p.m.

**MOTION CARRIED UNANIMOUSLY**

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Carol Keeler, Secretary