

*FINAL*  
**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, March 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  
Jason Pernick, Vice Chairperson  
Carol Keeler, Secretary  
Ann Marie Kelley  
Betsy LaFond  
Judy Sternberg

Absent: Rick Sovel, excused

Also Present: Eric Suess, Library Director

**APPROVAL OF AGENDA**

**MOTION** by Pernick, supported by Sternberg, to approve the Library Board Agenda with one change in order – Mr. Thomas Zoner, Commerce Township Supervisor, will be moved to the beginning of the agenda.

**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Keeler, supported by LaFond, to approve the February 24, 2010, Library Advisory Board Meeting Minutes, with the following corrections:

Page 2- 2<sup>nd</sup> paragraph under Correspondence, replace “MIA” with “MLA”  
Page 5- Last paragraph, add a comma after “2010”

**MOTION CARRIED UNANIMOUSLY**

## **PUBLIC COMMENTS**

None

## **CORRESPONDENCE**

None

## **FINANCIAL REPORT**

The Advisory Board reviewed the financial reports for January, February, and March, 2010.

## **DIRECTOR'S REPORT**

Mr. Sues reported on the following:

- In February, 2010, 32,593 Commerce items were circulated. This tops last February's circulation by over five percent. 4,160 items were checked out by Commerce residents at other libraries (see attached). A breakdown of February circulation by item type is also attached.
- The handicapped door mechanisms have been installed, and we are now waiting for the electrician to wire them. This should happen shortly.
- The Big Read (To Kill a Mockingbird) is happening throughout the month of March. Programs, contests, displays and other activities are being jointly coordinated with the Highland Township, White Lake and Commerce Libraries as well as the Huron Valley, Walled Lake and St. Patrick's schools, with grants from the National Endowment for the Arts and the Institute of Museum and Library Services and Arts Midwest.
- Tom and I met with an engineer and construction manager to begin putting together a building maintenance plan. On March 19, 2010 I met with two GWE engineers who are going to establish criteria for an RFP to fix the water issues.

## **OLD BUSINESS**

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

No new information to report. Friends of the Library are always in need of volunteers for book sales and various events.

### **b. Programs**

- MLA membership was approved by the Township Board
- The big read
- Book discussions bringing in new patrons

**c. Automation/Internet/E-Books**

Ben is close to finishing the new webpage and will launch shortly.

**d. Library repairs and configuration**

Mr. Thomas Zoner, Commerce Township Supervisor, discussed the following with the Library Advisory Board:

- Purpose of Mr. Zoner's visit is to let the Advisory Board know that he is fully aware of the wants and needs of the Library. Minutes are reviewed on a regular basis by Mr. Zoner and the Township Board.
- Mr. Zoner instructed engineers to do studies and make recommendations on outside building repairs and appearance improvements.
- Need to provide information to the Township Board before any projects can move forward :
  1. What do we want out of library
  2. What goals do we want to reach and how will we achieve
- Will work on suggestion of making the current library sign more visible to traffic
- Easy and quick access to the library is essential
- Round-a-bout/road improvements
- Landscaping
- Giffels-Webster Engineers are doing some surveys to determine what type of work will need to be done to the building; pro-bono.
- Approach Township Board with initial findings in hopes to move forward with projects
- Funding for Library improvements
- Ballot proposal – benefits to public
- Interior modifications
- What is most important for appearance of the Library
- What are priorities for meeting patrons current and future needs

**MOTION** by Pernick, supported by Kelley, to direct Mr. Eric Suess, Director of Commerce Township Library, and Commerce Township Supervisor, Thomas Zoner, to pursue cost estimates for development of the interior and exterior design of the library. Completed cost estimates to be submitted to the Library Advisory Board for review.

**MOTION CARRIED UNANIMOUSLY**

Discussion followed. Mr. Suess will approach the Library staff and gather their suggestions/comments on the footprint of the existing space. Square footage will be looked at and staff will draft out different ways they feel would best utilize the current space. Findings will be presented at the April, 2010, Library Advisory Board meeting.

**NEW BUSINESS**

**a. Recommendations from February**

No action taken.

**TOWNSHIP BOARD REMARKS**

Rick Sovel was not present at tonight's meeting. A conference call was scheduled with Mr. Sovel, however, Mr. Zoner, Township Supervisor, discussed current items relating to the Township Board.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

No action taken.

**OTHER MATTERS**

Utilize sign at the Ralph C. Richardson Center for library advertising.

Mr. Sues to report on the following at April, 2010, meeting:

- Staff comments on library floor plan
- Update on building repairs
- Survey results
- Completed cost estimates

**ADJOURNMENT**

**MOTION** by Keeler, supported by Sternberg, to adjourn the meeting at 8:30 p.m.

**MOTION CARRIED UNANIMOUSLY**

---

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday April 28, 2010, at 7:00 p.m., at the Commerce Township Community Library.