~~REVIEW sent 4-24-09~~

CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, April 22, 2009
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
Rick Sovel
Judy Sternberg

Also Present: Eric Suess, Library Director
Linda
Ben Sebrowski, Absent

APPROVAL OF AGENDA

MOTION by Sovel, supported by Sternberg, to approve the Library Board Agenda with the addition of:

Add under Item 8 – New Business

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Keeler, supported by LaFond, to approve the minutes for the Library Advisory Board Meeting of March 25, 2009.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS
None

CORRESPONDENCE
None.

FINANCIAL REPORT
The Library Board reviewed the current financial report.

The Board had brief discussion. Mr. Suess will report back to the Committee next month on the questions raised during the meeting.

DIRECTOR'S REPORT
Eric Suess reviewed the Directors Report with the Library Board.

- Circulation in March reached an all time high of over 35,000. March and July tend to be the peak months.
- The Township Board of Trustees approved all three-purchase requests (vehicle, copiers, chairs). The vehicle was delivered. The copiers should be in place by next week.
- The Township Board of Trustees approved re-appointment of Jason Pernick and Betsy LaFond to the Library Board for a 3-year term.
- The Library experienced a brown/blackout last week. There were no concerns or complaints received.
- Attached is the latest fine report. There was little change from previous reports (a drop of approximately $1400). TLN continues to work on our notification request and is at present testing their efforts for accuracy.
- Linda Mayer is looking into the vending contract. She met with the full-time staff yesterday and several topics were discussed.
- Our first State Aid check arrived yesterday, as the first half of our payment. The next check should arrive in the summer.

OLD BUSINESS

a. Library Furniture

Additional Shelves:

Mr. Suess took the Committee into the Library to give a description and explain where proposed shelving would be placed.

Mr. Suess also gave a brief, hands on demo, of reserving library computers, printing with the computers and copy/printing functions the machines perform.

MOTION by Kelley, supported by Pernick, to recommend to the Township Board, the purchase of fiction shelving
at a total cost of $674.25
from. LDA

6-1

MOTION CARRIED ~~UNANIMOUSLY~~

Mr. Suess explained that the recently approved furniture that was recommended by the Library Board was ordered and is expected to arrive soon.

The Library is in need of extra shelving for fiction. Nearly at the point where an existing book would need to be removed to place a new book. There is not enough shelving to hold all the books the library currently owns.

YA is ok right now however children's is also in need of additional shelving. Brief discussion followed.

b. Friends of the Library

Elections were held and Barry Hiscox will remain in his current position. There are 2 new members of Friends of the Library Committee and 2 returning members.

Library Board members received an upcoming activities report.

Friends of the Library are still looking for people to work the library sale evenings and on Saturday's. Call the library and/or Pat if interested in volunteering.

c. Fines (report, notification, exhibit)

Mr. Suess explained that fines are going down, but not by much. Notification of late fees/fines, via e-mail, to those patrons who have e-mail access, can begin on a regular basis.

Visual display on how many items are missing from library is being worked on.

Linda indicated that all the videos that were stolen shouldn't be in the database anymore – that alone is a pretty good chunk of money. There is a low likelihood the library will ever be reimbursed for the stolen items. The person(s) responsible can not apply for a library card. There is a note attached to the name in the system. The fines report will be more accurate after this is removed.

d. Vending

No eating/drinking in the Library signs need to be moved to a better location that will allow more visibility.

In the short time the Committee was in the library looking at shelving, there was a patron enjoying a drink in the back of the library – purchased from the library vending machine – and 2 other patrons eating snacks at a table in the middle of the library.

Mr. Suess assured the Library Board that staff has been trained on policies and he will speak with staff about enforcing them.

e. Programs

The Library Board discussed a variety of programs presently going on at the Library and what types of future adult programming is scheduled for the upcoming months.

Overall, the Library Board is pleased with the current programming and is anxious to see additional programming in the near future.

NEW BUSINESS

a. Attorney Visit

The Library Board wishes to clarify a variety of information with the Township Attorney.

- **How to equally deal with policies the Library currently has.**
- **Cards were a good idea**
- **Everyone needs to be treated equally.**
- **How to deal with illegal sites, hate sites, etc., with the public.**
- **When first starts policy displayed**
- **Would like to Send individual messages to people on computer, there is stock message from Envision ware**

If the attorney can not attend a Library Board meeting, Mr. Suess will provide the attorney with questions and report back to the Library Board.

b. ALA Annual Conference

Mr. Suess explained that the ALA Annual Conference is coming up in July, 09. Mr. Suess needs to attend as he is on council. The registration fee is waived, transportation is on his own, however, Mr. Suess will need a hotel.

This is a very informational conference and Mr. Suess would like to send April (Librarian) as well. April would be required to stay for 3 nights and he will present cost to the Library Board.

Ms. Keeler suggested a rotating schedule within the staff for attending conferences. Sharing rooms will allow more people to attend.

c. Advertising

Mr. Suess explained that the Library has advertised in local papers regarding community events for years.

The Library received a call from OTC – Southwest Campus regarding sponsoring a golf outing for $100.00. This prompted several questions about the advertising policy. Does such a policy exist? What types of advertising is acceptable?

Mr. Sovel will check to see if there is a policy. However, it should be kept in mind that any money spent is coming from taxpayers.

d. Vehicle stickering

There is conflict on what type of stickering to use on Library vehicle(s). According to Mr. Suess, this is still being worked out.

MOTION by Keeler, second by Pernick, to recommend to the Township Board, that the new Commerce Township Library vehicle be provided with a Library logo to assist in promoting the programming of the library.

MOTION CARRIED

e. E-book readers

- Various newspapers that are stopping circulation.
- Technology is changing
- Explained downloadable books via "Kindall's" (trademarked by Amazon) and at some point this will be available at libraries.
- Technology is changing so fast that the Library Board must discuss on a regular basis.

TOWNSHIP BOARD REMARKS

Rick Sovel advised the Board of discussions held at the last Township Board Meeting.

Next Monday, the Township will sort of be "shut down" as the move to the new building takes place. May 4th is the official open date. At 3:00 pm there will be a ribbon cutting and there will be an open house towards the end of May.

Saturday there is a no hazardous collection at Northern. You do have to show id as you need to be a township resident as the township is paying for this service.

Expressed displeasure of library design.

OTHER MATTERS

None.

ADJOURNMENT

MOTION by Sovel, supported by Sternberg, to adjourn the meeting at 8:55 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, May 27, 2009, at 7:00 p.m. at the Commerce Township Community Library.