

REVIEWED EMAIL 4/27/06
CHARTER TOWNSHIP OF COMMERCE
LIBRARY BOARD MEETING
Wednesday, April 26, 2006
2840 Fisher Avenue
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
Carol Keeler
Jason Pernick
Judy Sternberg
Betsy LaFond
Ann Marie Kelley (arrived at 7:25 p.m.)

Absent: Rick Sovel

Also Present: Eric Suess, Library Director
Thomas Zoner, Township Supervisor

APPROVAL OF AGENDA

MOTION by Keeler, supported by Sternberg, to approve the Library Board Agenda for April 26, 2006 with the addition to **Item 8 e. "Banning of Patron"**.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

Approval of the Minutes for the Library Board Meeting of April 26, 2006, with the following corrections: In **Approval of Minutes**, correct the name "**Keller**" to "**Keeler**" and in the discussion of the **Permanent Library**, change "**mpr.org**" to "**npr.org**".

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORREPENDENCE

None

FINANCIAL REPORT

None

DIRECTOR'S REPORT

Eric Suess, Library Director gave his report.

- March's circulation was incredibly strong, topping out at over 18,000 items. It is marvelous to see such high demand and support from our patrons. We are ahead of most of the area libraries.
- Donations are now being processed at a rapid rate. Most of the donated items we are putting on the shelves are popular fiction.
- More and more materials are arriving. Much of what we are receiving has been non-fiction, both juvenile and adult. We have shifted the non-fiction materials to be a continuous run through the Dewey system, rather than assigning a range to each Dewey class. This will give us the space needed to house the many incoming non-fiction books.
- The "New and Notable" section has been extremely popular. We have been adding many books daily. We also started ordering these from Baker and Taylor without the regular processing. This ensures their more speedy arrival as soon as they become available from the publishers because they don't get put in the processing queue behind the many other items we have ordered. We are processing these items in-house.
- Our library (as well as the West Bloomfield and Farmington Hills libraries), were hit with theft of many DVDs, as many as 275 DVDs. Using multiple legally obtained library cards (from both Commerce and White lake), a few individuals checked out a large number of DVDs over the course of a number of days without intention to return them. They stripped them of identifying information and sold them to several local video stores. The Oakland County Sheriff's Department is in the midst of an investigation into this. It appears one of the individuals has spent jail time already for the same crime last year at the West Bloomfield Library. We have taken steps to increase the identifying information on our items, and to lock the material so that it must be unlocked at our front desk. We have also instituted a limit of five DVDs per person.
- We have purchased and received a digital audio recorder which we can use to record programs for future pod casts on the website. We hope to begin this process soon. Our current website is hosted by TNN with a limited bandwidth, and the end result will be to switch to an ISP that will support our needs with appropriate bandwidth capabilities.
- A Library Progress Informational Sheet has been created to give to patrons.

Discussion:

Tom Zoner, Township supervisor is present and comments the Township is pursuing an insurance claim on the stolen DVDs.

OLD BUSINESS

a. Friends of the Library

Eric Suess comments that he tried to contact Linda Mayer and she has not been available, yet she wants to set up a time to meet and talk about the by-laws and legal items that need to be established before creating the Friends of the Library.

b. Volunteers

Eric Suess comments they have had many children and some adults doing volunteer work like shelving and various other tasks at the library. Area schools that need to fill community service hours have helped. A person from the Farmington library has given the library some items, high quality items and would like to do more volunteer work. Contact with the Senior Center in recruiting volunteers has not been successful. Pat Wisniewski has been a tremendous volunteer worker for the library. Bertha King, an area master gardener, will also work with landscape planting at the Library.

c. Permanent Library

Tom Zoner, Township Supervisor comments on the progress of the permanent library. The Township is unclear at this time for the location of the permanent library as they are working around the DDA plans and all the new developments with the road expansions. Although, he does suggest that the library will most likely be in the current building. Once the Township is clear on the boundaries they can then establish the guidelines to expand the current site, possibly within one to one and a half years from now. He adds that the library is doing a great job and if it were to increase, it would become quite an impressive library.

d. Official Recognition of Formation

Eric Suess reports that he is still working on the task. The approach is creating a relationship with the cooperatives. Being a member of the cooperatives would create the benchmark for the ability to receive state funding. Technically the library is not a member of the TNN and unsure of the definitions of becoming a member at this point.

Tom Zoner adds that he met with MTA lobbyists in Lansing and was assured they had not forgot about the plan and they are still pursuing the legislation.

NEW BUSINESS**a. Security of Library Materials**

Eric Suess reports on the stolen DVDs and the additional security enacted. At the time of the theft, the DVDs were marked in three places and now marked on the cover and a 4th marker on the actual disc that cannot be removed. The Library also placed a limit of five DVDs per person that can be checked-out and a lock on the case that must be removed at the Library before leaving. An alarm will sound if the case leaves unlocked which should alleviate some theft. There is a sticker on each DVD that brings attention to the new policy. The books on CD are too big to lock, but they have a check-out limit currently in place. Books are already named and tagged for security.

b. March Reading Month

Eric Suess reports on March Reading Month with a very fun Dr. Suess' Birthday Celebration. They also celebrated the reading month with free mini pizza, for every 10 bookmarks that were marked by the staff, and another fun project called the Guessing Jar. The library created a window decoration of oversized coloring books that children could color with markers and the children loved it. The Teen Action Group had their movie night showing, the movie "Yours, Mine and Ours". George Meridian was a guest at the library and discussed the book, "Never to Die" and a discussion group regarding his quest for Noah's Ark. The Einstein Dream Discussion was had a small attendance yet very enjoyable.

Discussion:

Eric Suess comments that his assistant April is trying to advertise in the *Milford Times*.

Tom Zoner suggests an alternative to advertising in the *Milford Times* would be to have a reporter from that paper do an article on the Commerce Library.

c. Library Confidentiality Policy (Revised)

Eric Suess discussed the general attitude on the confidentiality policy. He has talked with a number of other libraries that work within the same policy guidelines. Adults of minor children can have access to the records when they are financially responsible for the materials used as it relates to payment of fines, replacement costs or other charges on the minor's record. The library would like to have something in place yet uncomfortable with the interpretation of the policy. They would like to protect the right of minors and protect as strongly as legally possible.

MOTION by Keeler, supported by Pernick, to propose that the Township Board adheres to the Library Act 455 of 1982 and the Freedom of Information Act 442 of 1975, without the revisions and have access of the Acts available for library patron's knowledge and review.

MOTION CARRIED UNANIMOUSLY

Discussion:

Tom Zoner, comments that the Township Board was not clear on the proposed policy when it was brought forth at the last Township Board Meeting. He inquires of what is needed and wanted by the library that is acceptable by law.

Jason Pernick suggests they have lawyer draft the policy. If we enact a policy that is overly restricted we run an unfavorable risk. The law is what the court says it is and we have a duty to uphold the law. We need to clearly understand what the law says.

Carol Keeler comments that in her past library experience the two Acts were supported and adhered to. She suggests using the policy as written without providing the two examples as revised. The Library Privacy Act defines the library records and internet records. The library is not bound to keep a history of where unsupervised children travel on the internet. If you choose to let your child be unsupervised, it is your choice and it is protected by this Act.

d. Township Newsletter

Eric Suess reports that Rick Sovel is working on putting together a newsletter that will provide the residents of Commerce Township, information from each of the Township departments.

Tom Zoner comments *The Spirit*, an informational packet, is included in the tax bills of residents in Commerce Township.

e. Banning of Patrons

Eric Suess reports that the library would like to have a policy in place addressing behavioral problems that may arise. He opens discussion of a Banning or Barring Policy for patrons that cause serious offenses.

Discussion:

Jason Pernick asks if anyone on the library board is not in favor of a Banning Policy. He adds that private entities, like a store can ban patrons and it would be an extreme policy for the library to enact and used only in extreme offenses like a criminal act, like a crime against another person sexual in nature could be enforced by law.

Carol Keeler comments she is not quite in favor and addresses the need to have clear cut policies.

Judy Sternberg suggests if a policy was created and a patron was barred from the library use, that it may not be a permanent ban but there could be an appeal process to regain their privilege. It would have to be very carefully worded with strict guidelines.

Barbara Garbutt suggests they treat each case on an individual basis. She suggests inquiring as to how other libraries address the subject.

Ann Marie Kelly comments that it is very sensitive situation and they must use very specific guidelines.

Tom Zoner comments that we sometimes can be over protected. If there were a serious offence we would deal with it on an individual basis by law and the court process.

TOWNSHIP BOARD REMARKS

Tom Zoner comments on the DDA projects of the area road extensions. He also discusses the 56 acre state land that is available to purchase and questions the members of the Board if they would support a millage to buy that land for the use of the Parks & Recreation Department. The land was rezoned as Parks & Recreation land but the State does not recognize it. They are offering the land at a price of 5.1 million dollars for one parcel and 8.3 million dollars for the second parcel and adding a 10% sale commission to the State. The Township does not have the funds to purchase the land but is in great favor of obtaining and enhancing the parcel for the use of Commerce residents. He comments that it would require a tax millage, huge campaigns and corporate sponsors to raise the necessary funds. They are quickly working toward those options with a very limited time frame. He has instituted a committee including himself, Phillip Adkison, Township Attorney, Rick Sovel and Daniel Monroe, Township Trustees, to find a method to obtain the funds needed to purchase the land.

OTHER MATTERS

Tom Zoner asks Jason Pernick and Betsy LaFond if they are interested in the recommendation for another three year term as a member of the Library Board. Both parties were pleased to be recommended for a second term.

ADJOURNMENT

MOTION by Sternberg, supported by Keeler, to adjourn the meeting at 8:29 p.m.

MOTION CARRIED UNANIMOUSLY