

DIRECTOR'S REPORT

- Circulation for April took a slight dip (as it has previously) but was still over 21,700 items which is more than 36% above April 2006. I've attached our circulation figures.
- Commerce patrons have started to use the West Bloomfield libraries. We expect circulation to fall off very slightly, but not significantly.
- The Township Board passed the revised Materials Selection Policy at its May meeting. They also reappointed Barbara Garbutt and Carol Keeler to the Library Advisory Board for three-year terms.
- We have begun issuing MichiCard stickers and patrons have been very happy about our participation in the program.
- We have placed information on being a Friend of the Library on the desk, and several patrons have expressed interest. We should have a good group.
- Working with TLN, the library has devised a plan for creating a signature file for parents or guardian of minor library users. This is an agenda item for this meeting.
- I have explored the feasibility of using a collection agency for certain library fines. Unique Management is the company used by all TLN libraries that have gone to a collections process. This is the same company used by the Suburban Library Cooperative in Macomb County. This issue is on the agenda for this meeting.

OLD BUSINESS

a. Friends of the Library

Eric Suess reports that an *Expression of Interest Form* has been placed online and in the front of the library to solicit volunteers for the Friends of the Library. Linda Mayer has reported that we can now accept dues for membership for the Friends without having to wait for the completion of the 5013C application.

b. Permanent Library

No report given

c. Responsibility for Minors

Eric Suess presents a copy of the application that is currently being used for minor responsibility. There is approximately 1700 library cards issued to minors and the easiest way to renew the Responsibility for Minors application is to have the new application completed when their existing library card expires.

OLD BUSINESS (Continued)

d. Collection Agency/Ordinance

Eric Suess presents information regarding Unique Management, the company he recommends for the library collection agency. This is the only agency that works in cooperation with TLN.

Eric also reads a letter from Linda Mayer regarding collections of past dues and/fines. She is gathering information of what an ordinance should state and will be drafting an ordinance to be used at the library.

e. AED

Eric Suess reports that he spoke with Emily England who obtained their AED from the fire department. Joseph Schornack, Fire Chief will train for the operation of an AED at the Richardson Center

Barbara Garbutt also reports that Stuart Riley, Director of Outdoor Education would be happy to train us in the operation of an AED.

NEW BUSINESS

a. Emergency Policy

Eric Suess reports on the development of drafting an emergency procedure. There are a number of questions to pose regarding drafting the policy and certain issues to be addressed.

MOTION by Keeler, supported by LaFond, to table the Emergency Policy until the June meeting.

MOTION CARRIED UNANIMOUSLY

b. Library Mission, Goals and Objectives

Barbara Garbutt suggests that the Committee work together at an appointed time to draft the Library mission.

TOWNSHIP BOARD REMARKS

No report given

OTHER MATTERS

Ann Marie Kelley questions if it would be feasible to change the hours the library is open on Friday. She questions if it would be possible to extend Friday hours and possibly closing early on Saturday. She suggests polling the community in our next newsletter.

Judy Sternberg and Eric Suess both reply that closing hours for Friday at 5:00 p.m. is very standard among other libraries.

OTHER MATTERS (Continued)

Carol Keeler suggests a trial period of longer Friday hours during certain seasons.

Eric Suess comments that membership renewals for the MLA are due.

ADJOURNMENT

MOTION by Keeler, supported by Sternberg, to adjourn the meeting at 7:37 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary