

Discussion:

Carol Keeler questions what is included in the Contractual Services for \$8605.00. It appears the Contractual Service and the Computer Service is incredibly over budget, and what is the Township's process of shifting monies to cover the Library's budget. Her concern is that the funds are already 600% over budget and what items included in the budget will be lost if it continues to go over at this rate.

Barbara Garbutt questions how many employees are included in Salaries/Wages.

Eric Suess replies that the budget for Salaries/Wages includes twelve employees. Four full-time and eight part-time. He does not know what the Attorney Fees are in the budget figure.

Ann Marie Kelley will later advise to the actual cost of the Attorney fees.

Rick Sovel comments that by law the Township Board will allocate appropriate funding to cover the library's deficit

DIRECTOR'S REPORT

Eric Suess, Library Director gave his report.

- Michigan tax forms will now be available at the Library with official confirmation to submit tax forms. Debbie Gallagher in Lansing may be able to pull Federal tax forms as well.
- Circulation in April continued to be strong at almost 16,000 items. This is down from March but is even with January and February, and is consistent with circulation patterns throughout the Cooperative. This is still ranked 6th out of over 60 libraries with who we share our system.
- The "New and Notable" section continues to be big hit. Also, as we are getting so many new noteworthy books, the section is filling up. We are likely to start a shift of material to make room for these items. Current plans are to place the non-fiction bestsellers and the large print non-fiction in a location adjacent to the rest of our non-fiction items. This will provide much needed space, especially for the large print section which is rapidly filling up. We will also place the large print biographies adjacent to the rest of the biographies.
- The insurance claim regarding the material stolen from the library has been denied based on exclusion that the items were willingly distributed to the persons who took them. Regardless, after getting the go-ahead from the Township, we have begun reordering the materials, as they are mostly very popular items. The persons responsible for the theft of the materials are being prosecuted, and the

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Township Attorney's office has been given all information regarding the incident, including the insurance denial. We currently have a three-step process for checking in DVDs and CDs for extra safety.

- An effort to technologically enforce the circulation limit of 5 CDs and 5 DVD per patron is underway. TLN's Anne Neville is uncertain to what extent they can implement our request without affecting the other consortium members, but will investigate. A copy of the email is attached to this packet and Item 8a will be discussed in this meeting.
- Jason Pernick and Betsy LaFond's re-appointment to the Library Advisory Board was approved at the 5/16/06 Township Board Meeting.
- Representative David Law's effort to create legislation to allow for our official state recognition is continuing to move forward. Attached is a copy of the most recent draft legislation, which does not yet include narrowing language. This will be discussed in Item 7d.
- Summer Reading is almost underway. April and the crew have a huge variety of activities with over 53 programs in plan.
- We are now using a new internet server with greater support for providing live video and studio programs on our website and additional logging capabilities. We did not have the power and that capability with the previous server.

Discussion:

Rick Sovel, comments to be consistent with using the title of "Commerce Township Community Library" on all flyers, correspondence and informational hand-outs.

Ann Marie Kelley comments she has received very positive feedback on the children's programs

OLD BUSINESS

a. Friends of the Library

Eric Suess reports that Linda Mayer is still progressing on the plans to form the Friends of the Library. We have compiled a list of names for prospective volunteers and should form in the not-too-distant future.

Discussion:

Tom Zoner comments he would like the list of names and possibly include attached resumes from which to form the Friends of the Library Executive Committee.

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Rick Sovel comments that last year a newsletter was mailed throughout the Township to solicit interest in becoming a Friend of the Library.

Carol Keeler adds that becoming a Friend of the Library is noted on the website as well.

Ann Marie Kelley comments there are many people also interested in serving on the Library Advisory Board.

a. Volunteers

Eric Suess comments they added another volunteer for labeling books. Pat Wisniewski continues to provide amazing volunteer help for us. We have several students volunteering and April has a line-up of volunteers for the Summer Reading Program.

b. Permanent Library

Rick Sovel comments on the progress to determine the location of the Library. They are still working around the DDA plans, road extensions and other developments before they can make a final decision.

c. Official Recognition of Formation

Eric Suess comments that David Law's Aid, Brett Visner is working on language for the proposed legislation, to make it more acceptable.

e. Barring of Patrons

Eric Suess addresses the Board's concern regarding Barring of Patrons. He talked with the other area libraries in Novi, Farmington and Waterford who prefer not to have a policy for barring, but handle each occurrence on a one-to-one basis within the legal guidelines. His concern is defining the causes for banning. What act would be egregious enough to ban a patron? The enforcement of a policy is an issue, would it have legal support? Would it be solely at the Director's discretion?

Jason Pernick comments that would be better to have a policy in place that we can use absent of prosecution. If we say we won't take action until a legal entity does, would leave us without immediate remedy. He adds the policy should include a provision for appeal. It is not an easy question with competing interests; clearly, a policy would need a lawyer's review.

Rick Sovel comments that the library is not different from schools which have zero tolerance and enforcement. A good source of reference would be to compare to Walled Lake School's policy.

Tom Zoner agrees to reference the school's policy as an example.

f. Library Confidentiality Policy

Eric Suess reports the Confidentiality Policy is still not approved and was not addressed at the last township meeting but will be heard at the next meeting.

NEW BUSINESS

a. System Updates Regarding Circulation Limits

Ann Marie Kelley comments that Anne Neville of the Library Network isn't sure whether this can be done, but they're working with this issue on the test server. It has to be done in a way that doesn't affect other libraries. General circulation limits can be set, but we don't want to set all items to a limit of five. For now, the limits for CDs and DVDs seem to be working with the locked cases and posted signs. Although, it is possible that patrons can come back every day and take out five more, exceeding the limit, at this point, we haven't met with those problems. The current policy seems to be working in a non-tech way.

Carol Keeler questions how much more labor intensive is the unlocking. The summer months will be busier with children out of school and self-checkout will allow for greater use. If we have 100 children checking out 10 or 12 CD's daily, we will not have enough available to serve the entire community.

Rick Sovel questions how check-out can be more closely monitored for exceeding the limit.

Eric Suess comments the system will work with the tags at self-checkout. It should not present a big problem. At this point, we have not had any problem with patrons exceeding the limit. We will keep the Township updated with more definitive information.

TOWNSHIP BOARD REMARKS

Tom Zoner provides an update regarding the plans for the new Township Hall. The architectural reviews are put on hold based on the several changes surrounding the issue. It is not feasible to hire architects to design a building they do not own at this point. The Toddman's plans have varied with the addition of a new company JJ&R

helping the DDA design the property. With the current state of the economy and the several changes, all agree it would be better to delay our expectations. The Performing Art Center, Museum and Cultural Center are all grouped in one area. We are not comfortable with the design at this point because of the uncertainty of the Martin Road extension. More information should be available by September and we can better coordinate our plans at that time. Until then we are curiously optimistic and expect changes.

Rick Sovel comments the *Spirit Newsletter* will not be included in the tax bills this year. It is being replaced with a newly designed newsletter which should be completed by the end of the month. All of the Township's departments will be represented on a separate page, with the biggest section allocated for the Library's newsletter. It will be mailed to Commerce Township residents. It will be mailed by rural route carrier delivery, which is the least expensive form of mailing, but some people outside of Commerce Township will receive it because of that carrier route. They plan to mail two newsletters this year at the expense of the Township and the Library together. The following mailings will be determined by the next year's budget.

Discussion:

Judy Sternberg asks if there will be community news in the newsletter.

Tom Zoner replies that community information will be included.

OTHER MATTERS

Carol Keeler asks if there are plans for maintaining the gravel road for this summer. Will it be on a regular basis or graded as needed? She comments that road gets a lot of use and the rocks are sharp.

Tom Zoner responds that the road is graded as needed. The Martin Road extension may take two years and the gravel road will be in use until then. When it was first constructed it was in the winter months, then it was covered with another stone to bury the rocks and give it a foundation, and we will now cover that with limestone. At this point, we do not want to spend \$55,000 on pavement.

Eric Suess comments that the road does get maintained regularly.

Rick Sovel adds that the Walmart store just made application to construct a huge addition to their building along with a curb variance. The Zoning Board approved their requests. Since they are now changing their whole parking lot, they may have enough left-over asphalt that we could use, at no cost. When they make the changes to their parking lot, they may contact us regarding paving our gravel road.

Applications for the MLA renewal form were collected.

Barbara Garbutt asks if it is possible to have a demonstration of the new digital audio recorder.

Eric Suess responds the digital recorder is very simple to use and he can demonstrate.

ADJOURNMENT

MOTION by Sternberg, supported by LaFond, to adjourn the meeting at 8:02 p.m.

MOTION CARRIED UNANIMOUSLY