

FINAL
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, May 26, 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
Betsy LaFond
Judy Sternberg
Ann Marie Kelley, 7:08pm
Rick Sovel

Also Present: Eric Suess, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by LaFond, to approve the Library Board Agenda.
MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the April 28, 2010, Library Advisory Board Meeting Minutes, with the following corrections:

Page 3 - 2nd paragraph, "Kindall" is misspelled. Correct spelling is "Kindle"
Page 4 – Motion has the same last name for *by* and *support*. Motion should read "MOTION by Sternberg, supported by LaFond...."

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

A registration form, from The Public Library Trustee Association, was passed out to the Advisory Board. Mr. Suess asked that anyone interested should fill in the information. Due by June 10, 2010.

FINANCIAL REPORT

Account 932, well over 50% of the budget has been used in a short amount of time – at Ms. Kelley's request, Mr. Suess inquired about the budget with Township Staff and a significant amount from this budget went into the new library doors.

Electric budget – over 60% of the budget has been used. There is a questionable charge of approximately \$7,000.00 which seems out of line with previous months. Mr. Suess will check with Janet at the Township offices and report his findings to the Advisory Board next month.

DIRECTOR'S REPORT

Mr. Suess reported on the following:

- In April 33,765 Commerce Township items were circulated. This tops last April's circulation by over 2,700 items. With one month to go to complete our fifth year, we are on pace to break 400,000 items circulated.
- The handicapped mechanisms are in place for the library's lobby and are fully operational. We have had a number of positive comments from both handicapped individuals and patrons with strollers
- The Friends of the Library held their book sale and made about \$5,700. It was their second most successful sale to date.
- Our staff is gearing up for the Summer Reading programs and events. There will be a lot to keep children, teens and adults busy. The website will be full of details regarding these activities.
- For August we have booked a marvelous program. Now local author and educator Maury Dean was a professor of Music History at NYU and taught Rock and Roll for 25 years. His book on the subject is in both the Smithsonian and the Rock and Roll Hall of Fame. His son's band hit the Billboard charts. Maury will be talking about his experiences. The Advisory Board is pleased an author is coming to speak at the Library. This will bring in a lot of patrons and advertise for the Library in a positive way.

DIRECTOR'S REPORT (continued)

- Several other programs are in the works. Marika will also be leading a book discussion at the Richardson Center. This grew out of her efforts with The Big Read.
- I will be working with the Children's Dept to get a grant from the Ezra Jack Keats organization for a project or program related to diversity. Awardees are selected before December.
- Advisory Board patiently awaiting a breakdown of statistics. Program attendance, computer usage, etc. Mr. Suess will detail program information in an email to Advisory Board on May 27, 2010.
- Ms. Keeler described how this is the first year the AMLA is offering virtual attendance of their more popular/high profile workshops. Is anyone on the Library staff attending virtually? The cost is considerably less than attending in person. Mr. Suess believes staff member Diane Santia is considering attending the conference for 1 or 2 days, however, he is unaware of any virtual attendance. He will bring this up at the next staff meeting scheduled a couple weeks from now.
- Last month forms were faxed to ALMA, however Mr. Suess did not notice an invoice come through for payment. He inquired about the faxes this morning and was informed information was never received. Mr. Suess re-faxed the information and confirmed receipt today.

OLD BUSINESS

a. Friends of the Library

Mr. Hiscox and Ms. Hildebrand, were in attendance representing the Friends of the Library. They discussed the following with the Advisory Board.

- Book sale was quite successful; a total of \$5,700.00 was raised.
 - Wednesday was the single highest profiting day in history of book sales, \$2,621.00
- \$25,333.50 is the current balance of all monies raised
- Received request for 2 computers for the children's area
- Someone has to set a plan in a formal way so funds from the Friends of the Library can be allocated appropriately
- The bulk of money raised comes from book sales, approximately 95%. The remainder comes from donations, misc sales, and membership dues.
- 10 new memberships opened during the last book sale

a. Friends of the Library (continued)

- Income generated from the book carts is down from the year first started. Could be economy, could be types of materials donated, hard to tell why.
- Currently have 2-3 volunteers coming in to sort and box items to go for book sale
- Very good volunteer attendance during the latest book sale
- Took leftovers from sale to Pontiac Northern High School. Items were also donated to the pediatric unit at Huron Valley Hospital. The Advisory Board suggested this be placed on the Library website so the public is aware of the Friends of Library involvement in charity efforts.
- Ordering books for the Library inventory. Donations from FOL will have a sticker on the inside cover describing the donation.

b. Programs

- Reviewed Youth News Letter Make a splash READ! Program
- Ms. Kelley noted that she reviewed the current summer programs and there are no evening or Saturday programs offered for children. Will there be any options for working parents? Mr. Suess will see if these can be rearranged at all, however, a lot of the program scheduling has to do with staffing.

Other summer programs will include geocaching and a Bonsai presentation.

The Advisory Board inquired about plans to celebrate the 5th anniversary of the Library opening at its current location. Mr. Suess explained that they have checked pricing for balloons with the Library logo. The staff has had discussions about the anniversary however nothing has been planned yet. They may have snacks and a banner, however there are no available funds for any type of festival. The 5th anniversary of the Library opening at this location is May 31, 2005, which the Library will be closed this day due to the Memorial holiday.

c. Automation/Internet/E-Books – letter from Amazon

At the April, 2010, Library Advisory Meeting, Mr. Sovel requested Mr. Suess contact Amazon inquiring about Kindle rentals. Mr. Suess explained that he received a response on May 11, 2010, from his initial email to Amazon. He read the email aloud which informed him that his request would be sent to the proper department and that they would contact him with a response. Now that Mr. Suess has a contact name from the email, he may have to email again to push a response.

d. Library repairs and configuration

Mr. Suess is not aware of any repairs being performed on the Library building. He had heard an RFP was to be sent out but he has not heard anything more specific.

Mr. Sovel confirmed that as of yesterday, May 25, 2010, there have been no changes in the ownership of the Commerce Township Library.

NEW BUSINESS

a. Recommendations from April

No action taken.

TOWNSHIP BOARD REMARKS

Rick Sovel discussed the following with the Advisory Board:

- Starting negotiations with unions of Township staff
- Special assessment district for Fire and Police – current Fire and Police millage expires in 2011
- Wolverine Lake Village Police Department – 2 tax bills
- Special assessment vs. millage

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None.

OTHER MATTERS

Mr. Sovel commented that Library Staff are not wearing name tags, again.

Light on west side of library sign has been out for quite some time. Mr. Sues will make sure it's repaired.

Ms. Garbutt suggested that talks about Library reconfiguration be put on hold until ownership of the property is realized and secured. The Advisory Board is welcome to give input on interior improvements. Discussion followed and is highlighted below:

- Hanging ceiling signs indicating departments within the Library
 - Can be hung from the ceiling for improved visibility and quick realization of different sections. Reference desks, etc. are well marked, however will be much more visible from ceiling. Mr. Sues will obtain pricing for the next scheduled meeting.
- Library is becoming more crowded. This is welcome and very positive for the Library and community, however at times it is hard to find a spot to sit at a table. Would benefit patrons to locate other “hot spots” in or on the Library property perhaps outside.
 - Creating an outside “hot spot” area close to the building, could easily fit into the operating budget
 - Table space is limited and summer tutorials are becoming more popular.
 - FOL assistance with fence/sitting area?
 - Internet connections outside
 - Security

OTHER MATTERS (continued)

Mr. Suess to report on the following at the regularly scheduled meeting in June, 2010:

- Electric Budget, questionable \$7,000.00 charge
- Breakdown of statistics
- ALA Conference attendance, in person or virtually
- Evening summer programs
- Place FOL charity efforts on Library website
- Amazon response regarding Kindle
- Pricing for signs to possibly be hung from ceiling
- Look into outside area for patron use
 - Internet access
- Library staff wearing name tags
- Light on Library sign

ADJOURNMENT

MOTION by LaFond, supported by Kelley, to adjourn the meeting at 8:08 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board was originally scheduled for Wednesday June 23, 2010 at 7:00 p.m. at the Commerce Township Community Library. Meeting was adjourned until June 30, 2010.