

Final
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, May 28, 2008
2869 N. Pontiac Trail
Commerce Township, Michigan 48390**

CALL TO ORDER: Barbara Garbutt, Chairperson, called the meeting to order at 7:00 p.m.

ROLL CALL: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Judy Sternberg
Betsy LaFond
Ann Marie Kelley
Rick Sovel

Also present: Eric Suess, Library Director

APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the Library Board Agenda with the following additions:

Website – Carol Keeler

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Keeler, supported by Sternberg, to approve the minutes for the Library Advisory Board Meeting of April 30, 2008, with the following corrections:

Page 3 of 6, Roll of Library Board.....

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Committee reviewed the current Financial Report.

Can the report be condensed? Mr. Sovel explained the report comes 2 ways; detailed or summary.

Ms. Keeler asked if it would be beneficial to the Board to receive a summary report quarterly and a detailed report every six-(6) months? Mr. Sovel explained that sometimes when so much information is received at one time, it could often be overwhelming. Mr. Suess added that the Board could request whatever type of report they wanted. For example, they could receive a summary report on a routine basis and can request a more detailed report at any time.

Ms. Keeler questioned that only 35% of the budget had been spent? Mr. Suess explained that there are several things in process that have not crossed the budget yet. Additionally, Bookpages was just subscribed to and when invoices become due, it will reflect on the budget.

DIRECTOR'S REPORT

Mr. Suess passed out circulation statistics.

A Humanities picture grant was applied for and granted. The Library will receive paintings, sculptures and double-sided posters. These items can be used with a historian that could come into the library and hold workshops.

Chairperson Garbutt and the Board congratulated Mr. Suess on the election.

Mr. Suess discussed Bookpages in detail. Patrons will be able to receive electronic newsletters and can choose one (1) or more. Bookpages links to the library's database.

Chairperson Garbutt inquired about a learning workshop. Mr. Suess explained that there is not much space available right now however when the computer lab is available, a workshop can be planned.

The Board discussed Smartboard. Questions on scheduling to use the equipment and sensitivity of the machine were discussed. Mr. Sovel stated that Smartboard could be shared and it would be beneficial to have it mounted with a projector and internet connection. If it is mounted, there will not be any issues with the sensitivity of the equipment and recalibration because it will not be moved around a lot. Smartboard can be used for demonstrations however will not be interactive. Library staff can create newsletters.

With an extra ISBN, it will pop up ready and categories can be created. Patrons can send suggestions to add information and electronic newsletters can be available.

Chairperson Garbutt suggested it be put on the agenda for a demonstration at the next meeting. Mr. Suess will not be at June's meeting however a demonstration can still be planned if the Board requests.

The Board and Mr. Suess looked at plans for redesigning/reconstructing the library. Details were discussed and suggestions were given and talked about.

OLD BUSINESS

- a. Friends of the library
- b. Reconfiguration
- c. Role of Board/Joint meeting
- d. Smart Access Manager (SAM)
- e. Name Plates/Mission Statement

The Board discussed SAM. SAM does a good job however Envisionware does a better job. Nothing can be recommended until each is fully looked at. SAM has not been around until recently. Several places are considering it or will be moving to SAM. It's better and cheaper. Rochester Hills uses Envisionware and they are independent to TLN's system.

Mr. Suess checked with a company at Commerce and Cooley Lake about badges and plates. Jenna is obtaining a quote. He would like to keep the business in Commerce Twp. A plaque with nameplates will have to be custom made. The plaque should be up in the lobby before the next meeting and will include the mission statement and interchangeable nameplates.

Safety protocol was discussed. The only place in the library without a window is the bathroom. Mr. Sovel suggested that the building department and perhaps the architect be contacted to determine the best area for shelter in the event of a tornado. The architect can look at things from a structural standpoint. Mr. Suess spoke with the fire department however they were not much help. He also spoke with Joe about needing a map of fire exits, tornado safety, etc. No one really knew where the safest places were so they used their best educated guess. Ms. Keeler strongly felt that a policy or procedure be put in place to direct staff and patrons to keep order and safety in the event of an emergency. Mr. Suess

MOTION by Keeler, supported by Kelley, to create basic safety/emergency procedures for all computer hardware, fire and tornado, by the next regularly scheduled meeting.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

Ms. Keeler suggested beginning a monthly program for statistics by the June meeting. How many people use the building? The Board and Mr. Suess discussed a patron counter. Most libraries get a monthly count.

MOTION by Keeler, supported by Sternberg, to have a patron counter in place by June 14, 2008.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

Library fines – Mr. Suess explained that there are some large outstanding fines. Just 4 books could add up to hundreds of dollars. If University books are checked out and not returned, the Library will have to pay for them. So far, the library has to pay \$300.00 to Eastern and \$150.00 to another university.

The Board needs to discuss in greater detail how they want to handle library fines. Collection agency? Attorney involvement? Questions about a policy for unreturned books should be ready by the July/August meeting to discuss with the attorney.

Attorney – Can the Board send the attorney questions before she comes to the meeting to save money? Mr. Suess explained that she would bill the Township no matter if she were in her office or at the meeting.

Website – Ms. Keeler explained that she has been looking at other community websites. Commerce Library could include several things on their website. Staff pictures, lists of new books by month, and suggestive reading lists. Upcoming election information could be added as well as links to general information. The advertising could be bolder and could include more detail about programs. Better publicity is needed for all the fabulous program updates.

The public could submit suggestions on what is useful to them. The Township is underselling themselves with the current website.

Chairperson Garbutt suggested that the Township talk to the community to see what they would like. White Lake put an ad in the Oakland Press that they are having community meetings.

OTHER MATTERS

Ms. Keeler asked if the backdrop could be moved to the lobby. Mr. Suess stated that they are talking about that.

Mr. Sovel inquired about the Library mailbox.

Chairperson Garbutt stated that the book drops are rusty and look tacky. Can they be cleaned up? Mr. Suess stated that they are under a canopy however from the weather and salt in the winter, they become very rusty. He will check into having them repaired.

Mr. Suess stated that initial numbers for the library came in over budget but are still moving forward.

*Charter Township of Commerce
Library Advisory Board Meeting
May 28, 2008, Page 5.*

ADJOURNMENT

MOTION by Sternberg, supported by LaFond, to adjourn the meeting at 8:33 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regularly meeting of the Commerce Township Library Advisory Board will be Wednesday, June 25, 2008, at 7:00 p.m. at the Commerce Township Community Library.