

Charter Township of Commerce  
Library Board of Trustees  
Minutes – June 1, 2005

Meeting called to order 7:08PM

Present: Rick Sovel, Judy Sternberg, Carol Keeler, Anne Kelley, Jason Pernick, Barbara Garbutt, Betsy LaFond, Eric Suess

Absent: None

#### AGENDA

Approval of Agenda moved by Ms. Keeler, Supported by Ms. Garbutt. Approved unanimously.

#### PUBLIC COMMENTS

There were no public comments.

#### ELECTION OF OFFICERS

- Mr. Suess solicited nomination for Chair of the Library Board of Trustees. Ms. Garbutt was nominated by Ms. Sternberg and seconded by Ms. Keeler. Ms. Garbutt was elected unanimously.
- Ms. Garbutt solicited nomination for Financial Reporter. Ms. Kelley nominated herself, supported by Ms. Sternberg. Ms. Kelley was elected unanimously.
- Ms. Garbutt solicited nomination for Secretary. Ms. Keeler nominated herself supported by Ms. Sternberg. Ms. Keeler was elected unanimously.

#### CORRESPONDENCE

There was no correspondence

#### DIRECTOR'S REPORT

Mr. Suess reported the Library opened on May 31, 2005, and all materials received to date are on the shelf and available. Over a thousand items per week continue to be received and shelved. Self-check units and databases are all working well. Furniture and equipment are in place for the most part with a few items still to arrive. Other than vending machines, other services are in place, including security, copiers, print management and garbage removal. Mr. Suess also passed out applications for Michigan Library Association membership for Board members.

#### OLD BUSINESS

There was no old business.

## NEW BUSINESS

- Discussion of Board structure and function. Part of this was discussed during nominations. The Board will have three officers – Chair, Financial Reporter and Secretary. Chair will run the meetings and stand as leader of the Board. Secretary will record minutes of the meetings. The title ‘Financial Reporter’ was used in place of ‘Treasurer’ as the main duty of the position is to let the Board and those in attendance know what monies were spent since the previous meeting on Library related items. The Board has no authority to approve or disapprove expenditures. In addition to officers, there is also an ex officio representative of the Township Board on the Library Board. The advisory function of the Board is twofold – to advise the Director in areas of policy, and other matters, and to recommend such to the Township Board.
- Discussion on policy development. Mr. Suess indicated three areas in need of official policy in a timely fashion. These are patron behavior, unattended children and internet use. Mr. Suess will draft policy in these areas to present to the Board for discussion at the July meeting.
- Friends of the Library. The Friends of the Commerce Township Community Library should be formed as soon as legal requirements for creating the body have been explored and implemented. Mr. Sovel is working with the Township Attorney on this. Mr. Suess will get information on ALA’s Friend of Libraries USA (FOLUSA) and present this at the July meeting.
- Mr. Suess handed out copies of current budget information for the Library. This has been passed by the Township Board and while it is still a work in progress, it provides a framework within which the Library can operate.
- Discussion on plans for a permanent library. The Township Board is actively exploring a number of options for the location of the permanent library. As this process continues, the Library Board will be made aware of where things stand.

## ADJOURNMENT

Ms. Keeler moved adjournment at 8:40PM. The next regular meeting of the Commerce Township Community Library Board of Trustees will be Wednesday, July 6<sup>th</sup> at 7:00 PM in the Township Offices.