

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY BOARD MEETING**  
*Wednesday, June 27, 2007*  
2840 Fisher Avenue  
Commerce Township, Michigan 48390

**CALL TO ORDER:** Carol Keeler, Secretary, called the meeting to order at 7:00 p.m.

**ROLL CALL:**                      Present:      Carol Keeler  
   Jason Pernick  
   Judy Sternberg  
   Betsy LaFond  
   Ann Marie Kelley

Excused:      Barbara Garbutt  
   Rick Sovel

Also Present:      Eric Suess, Library Director

**APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Sternberg, to approve the Library Board Agenda for June 27, 2007.

**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Sternberg, supported by Kelley, to approve of the Minutes for the Library Board Meeting of May 23, 2007, with the following corrections: Correct the spelling of the heading, "**CORREPENDENCE**" to "**CORRESPONDENCE**" and in the **FINANCIAL REPORT**, change "**reviews**" to "**reviewed**".

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

## **FINANCIAL REPORT**

The Committee reviewed the current Financial Report.

## **DIRECTOR'S REPORT**

Eric Suess, Library Director gave his report.

- We have just completed our second year as a public library, and we have a lot to be proud of. Circulation has remained strong throughout the year. In only our second year, we circulated almost a quarter of a million items! Our circulation is more than 60,000 items greater than last year's. On average, 89 percent of the items went to Commerce Township residents. This figure does not include the items renewed through our website, which patrons did almost 40,000 times this year alone. We continue to be among the very first to put newly published materials on our shelves.
- Applications to join the Friends of the Library are now available online and at each desk in the library.
- On the morning of June 14, 2007, TLN expired all patrons (1,854) born on or after January 1, 1990. We have un-expired all minors whose parents have completed the new registration form. This continues to go smoothly.
- I attended the American Library Association Annual Conference in Washington, DC from June 21-26, 2007.
- I have taken a look at library closing times on Friday and will include this as an agenda item.
- I have discussed the posting of expenses to questionable line items with Janet and she will provide me with detail.
- Marcus Leece from the Fire Department has investigated AEDs for the library and will be visiting the library to determine if more than one is needed. We will also be looking at staff training for both the AED and CPR. The emergency radio has arrived and is working.
- I have received further information on Unique Management's success rate and general parameters, as well as what information they are given access.

## **OLD BUSINESS**

### **a. Friends of the Library**

Eric Suess reports that they have received a few applications for Friends of the Library.

### **b. Permanent Library**

No report given.

### **c. Friday Hours**

Eric Suess reports that after comparing to other library times, he finds that some libraries close at 6:00 p.m. and several close at 5:00 p.m. He will provide a spread sheet of business hours of other libraries at the next meeting.

Carol Keeler –

There should be some option for a 9:00 p.m. closing. Regardless of what the hours are for other libraries, we should consider what best serves our Commerce patrons.

Ann Marie Kelley –

A Friday closing hour at 6:00 p.m. should be incorporated at some point to accommodate the working public.

Jason Pernick -

Is it possible to post a survey on our website for people to voice their opinion of our business hours?

### **d. Collection Agency/Ordinance**

Eric Suess shares more information of the services provided by Unique Management.

The Committee discusses the collection agency service and alternate ideas.

**MOTION** by Kelley supported by Sternberg, to table the Collection Agency discussion, pending the Ordinance change.

**MOTION CARRIED UNANIMOUSLY**

## **OLD BUSINESS**

### **e. AED**

Eric Suess presents information regarding the purchase of an AED.

Marcus Leece, from the Commerce Fire Department recommends using two units in the building. The AEDs from Hagemeyer have a purchase price of \$2,000.00 per unit.

Carol Keeler suggests that the Committee obtain two other price quotes for AEDs.

**MOTION** by Kelley, supported by Sternberg, to purchase two AED units with housing, and CPR/AED training for all staff. The price not to exceed \$4,000 with funds from Account #932 Building and Grounds Maintenance Budget.

**MOTION CARRIED UNANIMOUSLY**

### **f. Emergency Policy**

Eric Suess presents a copy of emergency and disaster policy questions for the Committee's consideration.

**MOTION** by LaFond, supported by Sternberg, to direct Eric Suess to obtain an Emergency Policy and Procedure Plan for the library, from the Township Supervisor, which is consistent with the Township's Emergency Plan and Procedure Plan.

**MOTION CARRIED UNANIMOUSLY**

## **NEW BUSINESS**

### **a. Library Mission, Goals and Objectives**

Carol Keeler suggests that the Committee email herself or Barbara Garbutt regarding their ideas, language or concepts regarding the library's mission, goals and objectives.

### **b. ALA Conference**

Eric Suess shares the information from his attendance at the ALA Conference in Washington D.C. Some of the topics and activities include:

- Attended several business meetings with the Intellectual Freedom Round Table (where Eric serves as a Director)

### **ALA Conference (Continued)**

- Attended lectures by former Senator Bill Bradley, who discussed individual efforts toward reform, Robert F. Kennedy, Jr., who spoke on environmental issues and information literacy, and Julie Andrews who discussed publishing and its relation to the Arts and to education.
- Attended an excellent discussion between two well-respected and honored jurists, Judge Richard Posner of the US 7<sup>th</sup> Circuit Court of Appeals and Professor Geoffrey Stone, law professor at the University of Chicago. The program was entitled "Essential Liberty versus Security: Is it really necessary to give up one for the other?"
- Met the new ALA President Loriene Roy (the first Native American to hold this position) at the Leroy Merritt Fund fundraising dinner. We spent time discussing a variety of topics.
- Met the Librarian of Congress, Dr. James Billington at a reception at the Library of Congress and discussed their digitization efforts as well as their American History archives with such programs as "Story Corps".
- Visited the exhibit hall with over a thousand library-related vendors and obtained material for collection development, programming and enhanced PR efforts.
- Attended several functions hosted by vendors for the purpose of being better informed about their products.

### **c. Summer Reading Program**

Eric Suess reports we signed up about 400 youth and will bring more information at the next meeting.

### **d. Patron 10,000**

Eric Suess reports the library has had approximately 9,800 patrons as of today. The concept has drawn a lot of interest. The library will provide a couple prizes to commemorate the 10,000<sup>th</sup> patron and will approach the media with the opportunity to show how the library has grown. It was suggested that the Township have a proclamation for the 10,000<sup>th</sup> patron.

### **TOWNSHIP BOARD REMARKS**

No report given.

**OTHER MATTERS**

Ann Marie Kelley –

Is there a place on the library's website that suggests books or book titles?

Carol Keeler -

Informs the Committee of new technology regarding a service where you download library related material.

Is the library moving to VISTA in 2007?

Do we have that technology plan in place?

**ADJOURNMENT**

**MOTION** by Kelley, supported by Sternberg, to adjourn the meeting at 8:32 p.m.

**MOTION CARRIED UNANIMOUSLY**

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, July 25, 2007 at 7:00 p.m. at the Commerce Township Library.