

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, June 30, 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
Rick Sovel

Also Present: Ben Sebrowski, Interim Library Manager

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by Sovel, supported by Kelley, to approve the May 26, 2010, Library Advisory Board Meeting Minutes, with the following corrections:

Page 3- Add names of Friends of Library Board Members
Page 6- Add date of June 30, 2010, meeting at end of page

MOTION CARRIED UNANIMOUSLY

MOTION by Sovel, supported by Kelley, to approve the June 7, 2010, Library Advisory Board Meeting Minutes, as submitted.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Advisory Board and Mr. Sebrowski discussed the following:

- Electric budget
 - 2 billing cycles were paid at once
 - Over 60% of budget used. Ben will inquire with Township staff and report his findings at the next scheduled meeting
- Advertising budget
 - At 64% so early in the year?
 - How the library advertises for various programs

DIRECTOR'S REPORT

Mr. Sebrowski reported on the following:

- Statistics – based on discussions with some of you, I have changed some of the statistics that will be provided to you. I do not agree with the circulation figures that were previously reported for annual and monthly totals in these reports. The new statistics were provided and discussed.
- Fencing and Arborvitae Removal – a Commerce Township resident offered to remove these from the property at his expense in exchange for any fencing or bushes that he could use. Because these items were scheduled to be removed eventually, Mr. Zoner gave permission for this to happen. The fence posts will be cut down soon so they aren't noticeable.
- Carpet Cleaning – the carpet in the public area (including the lobby and front program/kids room) and the main program room will be cleaned the evening of July 3rd. This will hopefully give the carpet time to dry before we open for business on July 5th. This was our only window available without closing an additional day this summer.
- Exterior Windows Washed – the exterior windows will be washed sometime before July 4th, dependant on weather.
- Troy City Library scheduled to close; discussion on future of public Libraries

OLD BUSINESS

- a. **Friends of the Library**
 - Membership is up to 80 members

- FOL approved library request to purchase stepping stones to be placed outside.
- Summer reading program-if you register and read 3 books, FOL will provide a nice book light gift upon completion of the program.
- Would like to work on landscaping/planting flowers.
- Working on selling contents of old City Hall
- FOL preview night at the next book sale is scheduled for November 2, 2010.
- Submit Librarian requests in August for yearly consideration
- Purchasing a new screen for youth room to show movies on
- Library does have license to show movies

b. Programs – Summer

- The Summer Reading Program kicked off on June 12, 2010. The library is using an online program that allows staff to easily sign up, track and award participants. It also empowers patrons to do many things themselves from sign up to logging books to writing reviews of what they've read.
- Upcoming Adult Programs – Microsoft Office computer classes have resumed. Marika has booked a program on July 29th called "The Wonder of Vitamin D:"
- August 10: Celebrate the end of adult Summer Reading Program! Doc Fletcher will present "Canoeing & Kayaking through Michigan and Wisconsin".
- August 12: History of Rock and Roll: Cruising to Buddy Holly with author Maury Dean.

c. Library repairs and configuration

Library Improvement Project – The winning bid for the project is set to go before the Township Board at the July 13th meeting. Mr. Zoner, Township Supervisor, informed Mr. Sebrowski that the bidder has expressed willingness and ability to start the project ASAP.

d. Director's Search

- As of today's date, 2 applicants for Director's Position
- Looking into additional advertising
- Pay range – increase low number to generate more interest as the position will pay by experience – low number was not in rough draft
- Advisory Board's recommendation on pay range would be between 60 & 75 thousand, however, cannot make a formal recommendation as the Board does not know what pay range is comparable at this time.

e. Update on past requests

Mr. Sebrowski discussed the following with the Advisory Board:

- Carpets, windows, lights; all fixed.
- Lights over the seal are all repaired and working
- Book drop in front – on schedule to be refurbished
- Parking lot maintenance scheduled
- Restrooms being routinely checked and maintained to the best of staff availability
- Nametags being worn on a routine basis.
- Signage at service desks – purchased sign plaques for wall
 - Looking into what would best work to direct people to areas of library
- Need to make it known that there is a hot spot outside with wireless internet access

NEW BUSINESS

a. Recommendations from May 26, 2010

No action taken.

TOWNSHIP BOARD REMARKS

Rick Sovel discussed the following with the Advisory Board:

- History of posted Library Director position
- Making progress with round-a-bout, changes are still possible.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

No recommendations at this time.

OTHER MATTERS

- The Fire Department comes in to check the fire extinguishers, etc. on a routine basis.
- Mr. Sebrowski explained that employees are aware of what to do in an emergency situation; they have been trained accordingly and will be reminded of procedures.
- Tornado prediction is high for the year; the library is prepared.
- Database usage
- Involvement with the Ralph C. Richardson Center
- Would like to see more senior programs

Chairperson Garbutt expressed her opinion of Mr. Sebrowski temporarily filling the Director Position at the library. The Advisory Board was unanimously in agreement that Mr. Sebrowski has been doing an outstanding job completing his regular duties and taking on the additional duties of Acting Director. Many long standing issues have already been resolved. Within 2 days of meeting and discussing library issues with Chairperson Garbutt, Mr. Sebrowski already had many of them resolved or provided long awaited information about. The Advisory Board is very pleased thus far.

Mr. Sebrowski to report on the following in July:

- Electric budget
- Advertising budget at 64%
- Update on building repairs
- Update on filling Director position
- Signage for service desks

ADJOURNMENT

MOTION by Keeler, supported by Sternberg, to adjourn the meeting at 8:23 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday July 28, 2010 at 7:00 p.m. at the Commerce Township Community Library.