

*FINAL*  
**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, July 22, 2009  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Garbutt, Chairperson, called the meeting to order at 6:58 p.m. at the Commerce Township Library.

**ROLL CALL:**

**Present:** Barbara Garbutt, Chairperson  
Jason Pernick, Vice Chairperson  
Carol Keeler, Secretary  
Betsy LaFond  
Judy Sternberg  
**Absent:** Ann Marie Kelley – Absent, excused  
Rick Sovel – Absent, excused  
**Also Present:** Eric Suess, Library Director

**APPROVAL OF AGENDA**

**MOTION** by Keeler, supported by Sternberg, to approve the Library Board Agenda with the addition of the following:

<b><u>Old Business:</u></b>	Carpet Library Sign Visioning Session	<b><u>New Business:</u></b>	Closing Times RFID
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**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Sternberg, supported by LaFond, to approve the minutes for the Library Advisory Board Meeting of June 24, 2009, with the following corrections:

Page 2: Change Last name of Mary “Right” to Mary “Wright” throughout  
Page 3: 2<sup>nd</sup> paragraph, spell out “Township” and capitalize  
Add word “the” before Township  
Add last name and title of Diane (Diane Santia, Head of Circulation)

**MOTION CARRIED UNANIMOUSLY**

## **PUBLIC COMMENTS**

Mary Wright, the new Youth Librarian, was introduced to the Library Board. The Library Board members and Ms. Wright briefly discussed her previous experience and future plans for her position.

## **CORRESPONDENCE**

Members of Friends of the Library spent a great deal of time on landscaping the outside of the Library building. Ms. Keeler and committee members drafted a thank you note expressing their gratitude, which will be sent to the Friends of the Library.

## **FINANCIAL REPORT**

The Library Board reviewed the current financial report.

Ms. Keeler questioned why only 35% of the budget for books had been spent. Mr. Suess explained that due to vacancies in various positions at the Library, ordering had been slow. Ordering books will pick up now that new employees have been recently hired.

## **DIRECTOR'S REPORT**

Eric Suess reviewed the Directors Report with Library Board members.

- June circulation was an all-time high of 35,902 items. This topped last year's count of about 30,000 items. We also had a new high 10,290-door count, which averages about 38.7 visits per hour over the course of the month.
- The fines report figures had their first significant decline, due in large part to many lost books being returned. Return of lost materials results in cancellation of the lost fines and reversion to overdue fees only. June's fine report listed 996 lost items at \$18,491.26. July showed only 432 items at \$8,977.02. The overdue materials dropped a bit, going from 15995 items at \$20,103.05 to July's count of 15530 items at \$19,780.10. It is our assumption that the e-mailed fine notifications are a large reason for this drop.
- RFID system is being requested in next year's budget. Other budget requests were briefly discussed.
- The new library shelving will be installed on July 24, 2009. Rearrangement of the existing shelving will take place earlier that week in preparation for the new shelves.

### **DIRECTOR'S REPORT (continued)**

- Cleaning contract going back out to bid.
- The Township Board indicated at their July meeting that we will use the Township logo on our vehicle and that "Library" will be indicated below in block letters.
- Mr. Suess attended the American Library Association Annual Conference from July 10 to the 15<sup>th</sup>. A full report will be done early next week.
- Ms. Garbutt requested cleaning of the bathrooms late in the day – Mr. Suess will look into it and report back to Board next month.
- Would like to staff another full time position to be split between cataloging and referencing. The position can definitely be justified and Mr. Suess is working on putting this on paper.

### **OLD BUSINESS**

#### **a. Library Furniture**

Furniture on order is scheduled for delivery and installation on Friday morning. The status of the other furniture on order is unknown. The company had not charged the Library credit card and every time staff calls to check the status of the order, voicemail answers. No one from the company has yet to return phone calls. Mr. Suess is checking into the situation and hopefully will have a resolution by the next meeting. Staff has been moving existing furniture around to accommodate new items.

#### **b. Friends of the Library**

- Ms. Garbutt reported that the Friends of the Library have been working diligently on landscaping the grounds. The Library Board agrees that the grounds are looking beautiful and the hard work is appreciated.
- Volunteers are still needed to help with the book sale and with sorting donated books.
- Working with staff on painting.
- Membership is high, however, struggling with members who want to be physically involved.

#### **c. Fines**

Eric Suess explained that fines have really dropped. This is the first substantial drop and is probably due to notification procedures. Generally patrons do not realize that when a lost book is returned, the fines are greatly reduced.

#### **d. Programs**

Mary Wright, Youth Librarian, is new to the Commerce Library staff and is familiarizing herself with upcoming events. Ms. Wright has attended scheduled events and was pleased with the programming.

**OLD BUSINESS (continued)**

**e. Automation/Internet/E-books**

Computer training.

- Ben Sebrowski is working on presentations for the basic courses such as Excel, Word, etc. and will look at more complex presentations and classes in the near future.
- The new computer training center is up and running. Training should begin in August or early September 2009.
- Computers will need to be locked up every night due to lack of security in the computer training room. Shades were ordered for the room so equipment is not visible from the window.
- To start, there will be approximately 2 classes taught each week.
- Preference will be given to Commerce patrons when signing up for computer classes.

**f. Carpet**

The carpet and upholstery in public areas have been cleaned. The remainder of the Library will be cleaned soon. There is now a schedule for a complete cleaning through the entire building every 6 months.

Jay James and Pat from the Commerce Building Department looked at the mold on the south side of the building. Pat will report back to Mr. Suess in a few weeks.

Chuck did not give Mr. Suess his report on the painting that was due prior to this meeting.

**g. Visioning Session**

Ms. Garbutt suggested a time limit be placed for each subject so the meeting(s) do not run over.

A visioning session is scheduled for August 26, 2009. The main topic of discussion will be where the Library will be in 5-10 years from now.

The Library Board would like to invite staff, Friends of the Library, Township Board, etc. to meetings to encourage suggestions and ideas. Ms. Keeler will send out an invitation to all.

## **NEW BUSINESS**

### **a. ALA Conference**

- Mr. Suess “twittered” information during the conference as he feels an obligation to share all of the information on the sessions that are attended.
- Explored ways to save money.
- Group being formed to continue review of items and make recommendations
- Structure process.
- Exhibits and how the information from various exhibitors are implemented into the Commerce Library.

### **b. Library sign**

Patrons continue to go by the Library sign and missing the turn. Cars end up having to turn around to get to the parking lot. Can black paint or something else be put up to direct patrons to turn? Mr. Suess will check into this and report back to the Library Board at the next meeting.

### **c. Closing time**

The Library building is very isolated and could potentially be dangerous at night. Ms. Garbutt believes a policy should be in place where employees do not leave the building by themselves after hours.

Mr. Suess explained that in most cases everyone leaves together, however there are times when someone stays late. Mr. Suess will check into current Township Policies and report back to the Library Board next month.

### **d. RFID**

- The current system at the Library is RFID; the consideration is to go to 3M, bar code readers.
- Self checks and gates are no longer made.
- Self checks do not provide sufficient information.
- There is concern on how often this program will need to be replaced. When the current tagging system was purchased 4 years ago, it was nearly obsolete.
- How many libraries are considering moving to 3M?. What are the other libraries using?
- It will be easier to convert the collection process now instead of five years from now.
- There are a lot of advantages to the new system. Mr. Suess will start compiling information to see if this can be implemented into the budget, which will be easily justified.

**TOWNSHIP BOARD REMARKS**

Rick Sovel was absent. Ms. Garbutt was present at the last Township Board meeting and explained the actions on vehicle signage for the Library. The majority of the Township Board meeting did not pertain directly to the library.

Ms. Garbutt informed the Board that the trees removed from Library property are being transplanted at Martin Parkway. The bridge will soon be complete and trails will receive ground up asphalt.

**OTHER MATTERS**

The Board and Mr. Suess briefly discussed Michigan Library changes and possible budget amendments.

Fee based book delivery and electronic databases.

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Keeler, to adjourn the meeting at 8:30 p.m.

**MOTION CARRIED UNANIMOUSLY**

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Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday August 26, 2009 at 7:00 p.m. at the Commerce Township Community Library.