

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING**

Wednesday, July 23, 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
Ann Marie Kelley
Betsy LaFond
Rick Sovel
Judy Sternberg

Also present: Eric Suess
Linda Mayer

APPROVAL OF AGENDA

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

Take out Directors Report

MOTION CARRIED UNANIMOUSLY

MOTION by LaFond, supported by Sternberg, to move Linda Mayer to the top of the Agenda:

MOTION CARRIED UNANIMOUSLY

ITEM 8 – New Business

a. Linda Mayer discussion

Mr. Suess started the discussion with the topic of library fines.

Chairperson Garbutt asked Ms. Mayer what they could legally do about people who are grossly overdue with returning their materials from the library. (Mr. Suess will check on the total amount owed to the library in past due and/or lost fines)

Ms Mayer explained that if library materials are not returned it is illegal by statute and the library can prosecute however going to the extreme is not always needed. There are people who check out books with the intention not to return them as well as people who lost the book(s) unintentionally. To gain a practical perspective Ms. Mayer would have to understand how big the problem is and what the bulk of the issues are. Discussion followed:

- Other ways than prosecution to deal with situation
- There is a \$15.00 threshold – if an account has charges of over \$15.00 the patron can no longer use account; it becomes blocked.
- There is a cap on late fees. \$.10 late fee per book per day. When the book is so late that it reaches \$5.00, late fees stop but the cost of the book is added to the account and the book is considered lost. Videos are \$1.00/day.
- Hesitant to use a collection agency as don't want the patrons harassed
- Unique Management works with the computer software the library uses; they have been good with getting with patrons on late fees.
- If a patron claims they returned a book marked lost on their account, there is an option to take the book off the account.
- Township can legally use a collection agency – there is precedence.
- Letters/overdue notices are automatically generated from the computer software for late materials. A lost book goes through several steps before going to any patrons credit report and has seemed to be effective.
- There is no extra cost to use a collection agency. Mr. Suess will check into other collection agencies and what other libraries use.
- Unique Management uses information from TLN. It has been practical to use them.

Is the use of security cameras in the library facility an invasion of patrons privacy?

Ms. Mayer explained that patrons do not have an expectation of privacy in a public building. If a patron can see that other people can see them, they are in a public place setting.

Mr. Suess added that security cameras should not be installed in the bathrooms or over the computers. Mr. Pernick stated that cameras don't zoom in and you really can't see what's on the computer screens.

Ms. Mayer thought security cameras would be a good idea as the Library is in an isolated location.

Mr. Pernick added that the Township is currently looking at security for other buildings and that after hours is a concern for vandalism.

Mr. Suess explained that the library has motion detectors all over the building and Guardian Alarm calls quickly if there is a problem.

Mr. Pernick asked what the legal responsibility is for the library/Township in the event of a natural emergency.

Ms. Mayer explained that in a public building, there is an obligation to maintain, etc. There should be a plan in place to deal with emergencies. Drafts of some emergency procedures were given for review.

Mr. Suess questioned if these should be procedures or policies. Mr. Sovel suggested that procedures/policy's should be given by the Township so it stays the same within all Township offices. Mr. Suess stated that Tom and Sandy have said the Township Hall does not have any policies. Mr. Sovel disagreed. [^] Zoner [^] Abrams

Chairperson Garbutt stressed that all staff should be familiar with what to do in case of an emergency. Ms. Mayer added that all staff should know what to do in an emergency and it should be consistent throughout the Township.

Discussion followed:

- Library is a little different because it is filled with patrons and children
- Are lockdowns becoming more standard? Usually in schools – you can't restrict the freedom of an adult however you can make recommendations
- Ms. Mayer will review the rough draft emergency procedures however the fire department should be asked where "safe" locations should be throughout the building.
- Safety in a public building during a natural disaster can not be guaranteed however you can't be negligent.
- Mr. Suess added that the drafts were written with the staff and they were individually told to look at and read them. They will review in a future staff meeting.

What is the role of the Library Board?

Ms. Mayer explained that the Board members have library interest and experience that can provide advice to the Township. Not being a final decision-maker does not devalue a Board members position. When the Library Board makes a recommendation to the Township Board, it is rare for them to go against their recommendation. There should be a procedure in place on how the Library Board communicates with the Township Board.

Mr. Suess stated that if there is a policy or something that goes to the Township Board, he has always put it on the agenda, he is happy to continue to do that.

Ms. Sternberg asked if it was unusual to have an advisory Board for a library.

Mr. Suess explained that they do exist and there certainly is a need in Commerce Township. Mr. Sovel added that this Library Board was established because of taxing authority, a new building,

etc. It took a lot of work in Lansing to establish the Board. He hopes to have a joint meeting with Trustees and the Library Board soon.

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the minutes for the Library Advisory Board Meeting of June 25, 2008, with the following corrections:

Old Business – change sentence to read..... Ms. Marika noted that other libraries have had.....

Correct spelling of Linda “Mayer” throughout minutes

Page 3 – The sentence that reads - New committee members do not need to have..... Take the extra “to have” out

Page 2 – replace “u-tube” with “youtube”

Page 5 – first sentence.....”ho” should be replaced with “how”

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Committee reviewed the current Financial Report.

Ms. Kelley questioned the budget. We are about ½ way and the budget should be at about 50%.

Mr. Suess explained that the Library was expecting \$50,000.00 in State aid. The Library will not receive this money as they were missing 10 days in the fiscal year. Is there anyone to notify about this?

Ms. Keeler questioned an increase for electronics. Bookends and downloadable audio will go in this category.

Mr. Suess went over summer stats:

- Patron counter is inside 1st door. It does not count restroom visits. There are 2 lasers to see who is coming or going.
- Try to keep an eye on the lasers because sometimes the children play with
- Library has been extremely busy. Kids are out of school, it's been very hot, rain days, etc.
- Commerce Library is much busier than most libraries Mr. Suess is familiar with. Circulation is very high.
- Mr. Suess will provide a counter report every month
- A lot of people come from other libraries to visit Commerce Twp Library. We always have all the new releases, the staff treats patrons very good and patrons really enjoy themselves.
- High numbers indicate we are meeting patrons needs
- In 3 years we can expect numbers to rise 50-100%. If there is an outdoor center visitation will increase
- Current location provides easy access
- Very good statistics to show Township Board

OLD BUSINESS

a. Friends of the Library

- Is there a limit on how much money they raise before they give the funds to the Library?
- There has been a lot of money raised. Sometimes \$50.00 a day. Who oversees this? Everyone should be on the same page regarding spending of the money
- Empowered entity
- Used book sales was for the Friends, not for the library
- Not considered a Government body. They are not committed to public meetings
- The Library Board expressed interest in meeting with the Friends of the Library
- Friends of the Library keeps collecting funds however has the Library benefited from it yet?
- It is a goal for Friends of the Library to do good things for the Library. It's not unreasonable to request a meeting with them
- The Library Board would like to hear from Friends perhaps on a monthly basis. If there were a goal they are trying to achieve, perhaps the Board would be able to assist them.

The Library Board would like to invite the Friends of the Library to a future meeting

b. Reconfiguration

Chairperson Garbutt was concerned because there seemed to be very little adult programming at this point.

Mr. Suess explained that they are planning for it now. There is an agenda for the entire year. Programs for children and adults are added to the agenda as soon as possible however the staff is not always aware of programs far in advance. There needs to be a calendar that can be added to. Some things are brought to their attention at the last minute and they do their best to include those programs.

Ms. Keeler added that a general calendar would make it easier for staff to plan programs.

Mr. Suess added that the calendar would be consistently changing.

Ben will be teaching how to get the most out of audio books. Various staff have things they want to do as well.

Ms. Keeler suggested Friends of the Library be asked for assistance in programming.

Ms. LaFond added that other libraries bring in cooks for demonstrations, etc. Mr. Suess is not at all opposed to bringing in outside people.

Chairperson Garbutt inquired about the status of the plaques. Mr. Suess stated they are installed and beautiful. Looks very nice. They were only \$50.00 and purchased from a Commerce business.

Discussion on Reconfiguration of building:

- Building has immediate needs. There is a list of things that could be used in any building the Library ends up in.
- Out of space for picture books, DVD's
- Benches tip along sale table
- 2 new computers
- Audio books is almost full
- Area by the magazines was moved around which created 2 new areas for laptops. Need chairs.
- Serious weeding needs to be done. Add stacks.
- Can Friends of the Library assist with any of these purchases?
- Which items need to be bid out if any? Is there more than 1 source for purchases? Mr. Suess will have "Chris" provide a quote for each piece and bring to next meeting for review. *Note Bear*
- Mr. Suess will keep Board informed of intentions

c. Website

Chairperson Garbutt noted that 5 people responded to the volunteer notice, including a 14-year-old. All are women. The Board was pleased to hear the response.

Ms. Keeler said that Ben asked if he could be a part of the Committee. Mr. Sovel thought the Committee should be totally independent. Mr. Suess explained that Ben wants to attend the meetings, not be a part of. He could be very helpful with answering questions.

Chairperson Garbutt suggested that the first meeting be held at night and then the Committee can establish their own schedule. One person should be appointed to meet with the group. Mr. Pernick suggested we should appoint one person to direct the Committee and then let them do it on their own.

Discussion followed:

- Recommendations can be sent in any form
- Parental approval will have to be established for a minor Committee member
- Committee members are invited to attend Library Board meetings
- Any other Committee comments direct them to Carol Keeler

NEW BUSINESS

c. Hiring of employees

The Board discussed and reviewed the job openings and descriptions.

- Expecting a lot of applicants
- EEOC disclaimer
- 1 full time librarian, 2 part time clerks is sufficient for now. If there is an expansion will need more.
- Staff is very busy. Not complaining as it is wonderful to be so busy however staff needs help
- Mr. Suess has compared staffing and circulation with other libraries

MOTION by Pernick, supported by Keeler, to recommend to the Township Board of Trustees to authorize the hiring of three (3) positions as described in the descriptions.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

Mr. Sovel brought the Library Board up to date on discussions held at the last Township Board meeting regarding the future of the property the Library resides on:

- 2 more developers meeting next week
- Standards will be given to each developer interested in the property
- Design standards are to be uniform along the parkway
- 18 months in the design stage, 18 months in the construction stage
- Another developer is interested in the library building. Main anchor wants the most visible spot, which is the library building.
- Landscaping is to meet standards. Hopefully will be paid for by developer
- Taubman has withdrawn which has generated other interests
- There is a cap on how much can be spent
- The longer it takes to build, the more money it will cost
- National developers are interested in the property
- In the next 60-90 days a decision should be made on the purchaser of the property. Bids are still being accepted.

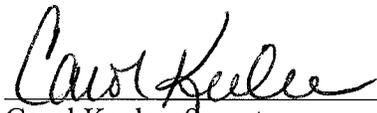
OTHER MATTERS

None

ADJOURNMENT

MOTION by Keeler, supported by Kelley, to adjourn the meeting at 9:10 p.m.

MOTION CARRIED UNANIMOUSLY



Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday August 27, 2008 at 7:00 PM at the Commerce Township Community Library.