

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

Wednesday, July 25, 2007
2869 N. Pontiac Trail

Commerce Township, Michigan 48390

CALL TO ORDER: Barbara Garbutt, President, called the meeting to order at 7:00 p.m.

ROLL CALL:

Present: Barbara Garbutt
Carol Keeler
Jason Pernick
Judy Sternberg
Betsy LaFond
Ann Marie Kelley
Rick Sovel

Excused: Eric Suess, Library Director

APPROVAL OF AGENDA

MOTION by Pernick, supported by Kelley, to approve the Library Board Agenda for July 25, 2007 with the removal of f. **Emergency Policy in OLD BUSINESS.**

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve of the Minutes for the Library Board Meeting of June 27, 2007, with the following corrections: Change the date in the **HEADING** and in the **APPROVAL OF AGENDA** from “**June 27, 2006**” to “**June 27, 2007**” and in the **DIRECTOR’S REPORT**, 4th bullet, change, “**I attending**” to “**I attended**”.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Committee reviewed the current Financial Report.

DIRECTOR'S REPORT

Eric Suess, Library Director was not present in the meeting, but his report was sent prior to the meeting.

- June's circulation was our highest yet, at almost 27,000 items circulated. While summer circulation always increases over the regular count, this is a significant increase over last year's figure as well. We are certainly thriving at this point.
- I have enclosed a spreadsheet of library hours for all TLN libraries, broken down into class size. We are a Class V library (population 26,000-50,000). Of the 19 TLN Class V libraries, nine are closed on Sunday and of the other ten, six have reduced summer hours. Only Birmingham, Bloomfield Township, Commerce Township and Plymouth are open all week for the full year.
- There has been no update on the ordinance dealing with fines for library material.
- Because budget time is approaching, I have been looking at 2008 pretty extensively. Because the DDA has indicated to me that there is close to a 100 percent chance that the library will remain in its current location, it seems appropriate to make some major changes now, rather than waiting much more. To that end, I have been in conversation with Tom Zoner, Chuck Kummer (who did the library renovations) and Bob Shimmin, DDA Chairperson. I will be talking with Chris DeBear of the Library Design Associates who did the library furnishing on August 1, 2007.
- I contacted Tom Zoner regarding the creation of an emergency policy based on the Township's policy. He sent me the policy used in Oakland County for emergency situations.
- By the next meeting date, we will have reached our 10,000th card. I will send details separately as we get there. As I write this, we are at 9,991. The concept of a Township proclamation has been positively received by the Township.
- Macy's will be partnering with TLN to offer a unique concept for library patrons. While it is still in general development, the concept is that cultural attractions (zoos, museums, etc.) will have cards in the public libraries that can be 'checked out'. The library keeps the card and the transaction receipt will be good for up to four people to go to the attraction free of charge. Macy's will even provide an attractive display rack at no charge to the library. There is no cost to the library.

OLD BUSINESS

a. Friends of the Library

Barbara Garbutt reported that Susan Gross, Township Treasurer is working on gaining corporate sponsors for the Friends of the Library.

b. Permanent Library and Budget for 2008

Barbara Garbutt comments that the library is now over-crowded with many summer programs and so many tutors, that there is a lot of noise and no quiet place in this building. She agrees with Eric Suess who believes renovations to the building are necessary at this time.

The Committee discusses budgeting the funds for any possible renovations for 2008.

c. Library Hours

Prior to this meeting, Eric Suess had emailed a spreadsheet of area library hours.

The Committee reviewed the side-by-side report of 19 library business hours.

d. Collection Agency/Ordinance

No report given

e. AEDs

Jason Pernick presents a quote from a company named Philips for the purchase of two AEDs. The units are very simple to use. Most of the units have a protocol that talks you through the operation. The library qualifies for a 15 percent discount from the Red Cross towards the purchase of the AEDs. The discounted price for two units, with training included, from Philips will be \$3624.40.

Carol Keeler comments that if the Library should purchase using the discount from the Red Cross, some of the proceeds are donated back to the Red Cross.

Rick Sovel comments that the Township Board will require three quotes. The fire department is trying to limit the types of AEDs used so that they can have some consistency with operation and training.

f. Emergency Policy

The Committee tabled discussion of the Emergency Policy until the August meeting.

OLD BUSINESS (Continued)

g. Patron 10,000

A young 14 year old girl was the library's 10,000th patron who visited the library last week.

h. Library Mission

Barbara Garbutt presents a copy of a Mission Statement for discussion and consideration. The Committee reviews the copy and discusses what they would like to have included as the Library's Mission Statement.

NEW BUSINESS

None

TOWNSHIP BOARD REMARKS

Rick Sovel reports that the Downtown Development Authority is paying for some of the architectural services for building the new Township Hall. Although it is not certain, the probable location for the new Township Hall will be on the property that is currently the Links of Pinewood.

OTHER MATTERS

Carol Keeler mentions to Rick Sovel that the arborvitae hedge on the gravel entrance is creating a vision obstruction and a traffic hazard and some of them need to be removed. Also the potholes are worsening and need to be filled.

ADJOURNMENT

MOTION by Keeler, supported by Sternberg, to adjourn the meeting at 7:51 p.m.

MOTION CARRIED UNANIMOUSLY

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, August 22, 2007 at 7:00 p.m. at the Commerce Township Library.

Carol Keeler, Secretary

