

FINAL
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, August 26, 2009
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
Ann Marie Kelley
Betsy LaFond
Rick Sovel
Judy Sternberg

Absent:

Also Present: Eric Suess, Library Director

JOINT VISIONING SESSION WITH THE COMMERCE TOWNSHIP BOARD OF TRUSTEES

In addition to the members of the Library Advisory Board, the following were in attendance:

Thomas Zoner, Township Supervisor
Susan Gross, Township Treasurer
Frank Woodbridge, Friends of the Library
Florence Woodbridge, Friends of the Library
Barbara Hiscox, Friends of the Library
Pat Hillebrand, Friends of the Library
Sharon Veria, Friends of the Library
Barry Hiscox, Friends of the Library
Elizabeth Norton, Library Staff

Mary Rice, Library Staff
Dustin Brown, Library Staff, Circulation
Laura Kitzman, Library Staff, Children's
Sara Mueller, Library Staff, Children's
Ben Sebrowski, Library Staff
Diane Santia, Library Staff, Circulation Supervisor
Jose' Argandona, Library Staff, Adult Services

Ms. Garbutt welcomed all the visitors to the Library Advisory Board Meeting.

The Library Advisory Board Members, Library Staff, visitors from the Township Board of Trustees and Friends of the Library had a lengthy discussion. Highlights from the visioning session are below:

- Library staff would like to concentrate on a project to create areas of interest that would be exclusive to this Library and bring in more patrons
- Look at one or more subject and craft a selection on the topic so when people realize commerce is exclusive to the info it would make Library stand out
- Theatre and movie industry
- Green movement
- Alternative energies
- Handicap accessible doors
- Survey of patrons to see what they want to incorporate into future plans
- Public survey – mass mailing response does not justify the cost however other ways to conduct a survey
- Website surveys
- Needs assessment right now and vision plan to work off of with a timeline
- Take an inventory of services that we have
- What do we need to compare with libraries in the area in a business perspective
- Elective services accessible from home
- Ability to have drinks in library
- More adult programming in the evenings for people who work
- Telephone system being answered automatically, not by employee at service desk – would eliminate any frustration felt by patrons waiting in line
- Electronic resources
- Computer training classes long term
- Explore taking classes from home - podcasting, etc.
- Library does have ability to record sessions based on a class to video cast and put on website. No costs involved. Web server can handle those types of postings.
- explore information storage
- digitized versions of hometown paper
- community with great ethnic diversity and concentrate on different ethnic programs
- network with community – help each other
- many businesses could take advantage of computer classes
- mobile library for shut in's or delivery of books
- taking books to the Ralph C. Richardson Center
- presentations on areas of interest – historian, different countries, etc.
- Tutoring room

- video games for check out
- More proactive in making public aware of what services library has to offer
- Social media (face book, twitter)
- Blood drive
- Immunization clinic
- Drive up window to pick up books – very convenient to go online and pick books up
- Ownership of Library building
- Long term plans for building
- Library millage funds are in one account and budgeted solely for the library
- Establishing a boundary line and establishing a deed
- Ingress and egress for the building
- Material going out is almost 40 thousand progressing so quickly in the worst conditions
- Not all about numbers – about improving services, additional services, computer room, etc.
- If circulation is so high now it could be amazing if building is expanded and easier to get to
- Primary design should be flexibility as things change quickly to meet and continue to meet needs of population
- Road is being built to county standards to become a county maintained road
- Concentrate on lobby – artwork from students made lobby look nice
- Security concerns with opening up outside, however can be looked into. Making an outside reading patio area
- Wi-Fi outside, anyone can use great pr
- Can eat and drink outside
- Round stage for performances outside or evening programming
- Youth dept hopes renovations if not a new building no good areas for youth programming no space is adequate
- Difficult for patrons looking for items when seems they are blending together
- Very noisy library due to lack of space
- Building renovation has to be key
- Cant run a lot of services right now due to lack of adequate space
- Would like to put on more and better programs
- Mold growing on walls in youth services area.
- Building is so humid printer is curling paper immediately after printing
- Building is leaking – patron got up from sitting on her legs and she had wet rings on her knees
- Unhealthy and not most conducive building for services offered to patrons
- When building is renovated there will be more services more programming
- It's a priority to create conducive space for youth and teen services
- Circulation desk is too small – too busy

- Ranch style library towards west northwest quadrant
- Commerce patrons towards Milford don't come here too often would like satellite branch
- Future road plans – 3 entrances into library in the future
- Participate in the Spinal Column's 1 minute interview to communicate with community on services and changes coming to the Library
- A survey a month/break into pieces and have small portions every month
- Gather info on all suggestions and summarize for future plans

If any of the visitors or Board members has additional suggestions or comments to submit, they should submit them to the circulation desk. Mr. Suesse will bring to the meeting next month.

The Library Board Members made a point to mention to Ben Sebrowski, Tech Manager, that he has done an outstanding job on the Library website.

Chairperson Garbutt closed the visioning session and restarted the general Advisory Board Meeting at 8:12 pm.

APPROVAL OF AGENDA

MOTION by Sternberg, supported by Kelley, to approve the Library Board Agenda with no additions.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the minutes for the Library Advisory Board Meeting of July 22, 2009, with the following corrections:

- Page 2: Under correspondence, correct the spelling of "committee"
Under correspondence, change word "hank" to "thank"
- Page 3: Under b. Friends of the Library, 2nd bullet, change word "club" to "sale"
- Page 4: Under e. AIE, add Ben's last name "Sebrowski"
- Page 6: 2nd paragraph, add "Martin Parkway"

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None.

CORRESPONDENCE

None.

FINANCIAL REPORT

The Library Board reviewed the current financial report.

DIRECTOR'S REPORT

Mr. Suess reported on the following:

- Did not have a staff meeting yet so has been unable to discuss leaving the library at late hours.
- There has been no response to the order placed for furniture. When you call the company a person never answers or returns calls. The Library credit card has not been charged. Will re-order from another company.
- Upholstery that was cleaned looks good however the carpets look like they had not been cleaned. Eric will check into this.

Eric Suess reviewed the Directors Report with Library Board members.

- July 2009 circulation was by far the highest yet at nearly 40,000 items. Over 10,000 patrons came through the library doors over the course of the month. Studies have shown that library uses rise in difficult times. It is good to know that the patrons seem to value services the library has to offer.
- The new shelving is in and will be greatly helpful. The truck delivering the shelving was late and this resulted in Library Design assembling the shelves during open hours, which was of concern to a few patrons. It took less than two hours to put everything together.
- The library logo for the vehicles should be in place shortly.
- Chuck Kummer put together a cost estimate for painting/repairing/bricking the library exterior.
- Pat O'Donnell will be doing a careful look at the library leak issues shortly.
- Potholes along the library's entrance have been patch.
- The Friend of the Library has done a significant amount of sprucing up the plants around the exterior. They also have made a sign, which more clearly indicates the library entrance.

OLD BUSINESS

a. Friends of the Library

No new information to report.

b. Fines

No new information to report.

c. Programs

No new information to report.

d. Automation/Internet/E-Books

No new information to report.

NEW BUSINESS

a. ALA Conference

Due to the length of time spent on the visioning session, the Board will discuss this in September.

TOWNSHIP BOARD REMARKS

Rick Sovel gave a report on the August 2009 Township Board of Trustees Meeting.

- Revenues will drop 14% and will affect Library. Numbers will continue to decline.
- Could loose 30-32% of funding in coming years
- Budget talks for 2010
- There was a presentation on police and fire last night. Services will be affected due to cuts in budget and funding
- One of Commerce Township's Fire Stations is closed midnight hours due to budget cuts.
- Property values and state shared revenues decreasing
- Home values in Commerce decreased 21.4 percent. The National is 12.1 percent. Gives us an idea of what will happen with the 2010/11 budget
- In 2011, police and fire mileages come up for renewal
- Library is a separate millage – can not take from library to use on police or other services

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

Not discussed at tonight's meeting,

OTHER MATTERS

The Board discussed that they are very sensitive to the Library staff's needs as in providing services to patrons.

The frustration of the building issues are realized.

The Board members discussed the mold issue and made the following recommendation:

The Library Advisory Board Members would like to make a recommendation to the Township Board, that a health, and/or environmental assessment of the building be conducted.

ADJOURNMENT

MOTION by Keeler, supported by Sternberg, to adjourn the meeting at 8:54 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday September 23, 2009, at 7:00 p.m. at the Commerce Township Community Library.