

FINAL
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, August 27, 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
Betsy LaFond
Rick Sovel
Judy Sternberg

Absent: Ann Marie Kelley, Excused

Also present: Eric Suess
Pat Hildebrand, Vice President and Treasurer
Friends of the Library
Audrey, Resident of Commerce Township (Has interest in the Library, present at the meeting to observe)

APPROVAL OF AGENDA

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

Add Library fines to Old Business, Add Business travel request to New Business

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Keeler, supported by LaFond, to approve the minutes for the Library Advisory Board Meeting of July 23, 2008, with the following corrections:

Page 3, 3rd paragraph – Add last names to “Tom” and “Sandy”.....Tom Zoner, Sandy Abrams
Page 6, bottom of page, insert last name for “Chris”.....Chris DeBear

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Committee reviewed the current Financial Report.

DIRECTOR'S REPORT

Mr. Sues discussed the following:

- Circulation of materials hit an all time high in July, topping 34,000. A spreadsheet was handed out to the Board for their review.
- 34,000 items went out in July. This is 4,000 more than we've ever had. July was an extremely busy month!
- Summer reading programs concluded in August
- Children's programs for July drew 407 children, 2 teens and 232 adults
- Adult participation included 166 new "Book Letters" sign ups and 99 adults are actively participating in the SRP during July
- Teen programs drew 136 teens, 6 children and 34 adults
- Applications for current job postings are being accepted through the end of August. Board approval for these positions is greatly appreciated. Interviews are expected to be held the first part of September. The new employees should start in October. Late submissions will only be considered if there is no one qualified who met the deadline. There has been a significant response both in and out of State.
- The Board reviewed the July calendar of door count figures. July was higher than June, with an average of 38.7 people an hour coming into the library. Every 1.5 minutes, a patron comes into the Library.

OLD BUSINESS

a. Friends of the Library

Pat Hildebrand, Vice President and Treasurer of the Friends of the Library, discussed what activities Friends of the Library has been involved in as well as fundraising:

- Scholastic Book Fair was just held and \$1,600.00 in books were sold.

- Friends of the Library publishes a newsletter. It circulates to all Friends members and copies are available in the Library lobby.
- At the request of the Librarian, purchased a subscription for Bookpages.
- Purchased a Nintendo Wii and software
- Spent 2 days at the Richardson Center holding the “Catch the reading bug” workshop. 30 children were present the first week, 50 children the second week.
- There are notices in the lobby for a book signing on September 27, 2008. It is for a cooking book. The author is coming at no charge to the Library and the Free Press will also be in attendance.
- Volunteering issues – hard to get people to participate
- The Friends of the Library Board decides how money is spent. If there is a request, it may be put in writing and submitted to the Board for consideration.
- Sale planned the first week of November. Wednesday the 5th the sale is open to invites only (Friends members). There is a social hour from 6:00 – 7:00 pm and from 7:00 to 8:30 pm books can be purchased. Thursday and Friday are open to the public and Saturday is fill a bag day.
- There are a lot of daily sales, approximately \$150.00 per week.
- There is just under \$13,000.00 in the fundraising account.
- Membership renewal notices were just sent out
- There is no cap on how much money can be raised
- There has been \$15,000.00 in deposits just this year
- Approximately \$10,000.00 in book sales, \$300.00 in cash donations, \$1,800.00 in Flash Drive profits and the book fair
- \$7,500.00 of the money has been invested short term. This pulls more money in than what they would get from a checking account.
- Friends of the Library needs a laptop computer.
- The Library Board requested they meet with the Friends of the Library on a quarterly basis.

b. Website

Carol Keeler spoke regarding the Website Committee:

- The website committee is going very well.
- The members are a variety of ages including a freshman in high school.
- The committee has met more than once
- Each member has an assignment to work on and will report to the Library Board at the September meeting.
- Members are very eager to help and very excited
- Ben has not been contacted yet however the members know he is available for questions.

c. Calendar of Activities – 2009

The Calendar of Activities is posted in the Library and on the website.

d. Library Fines

Mr. Suess discussed library fines with the Board. There is definitely a problem and there is a substantial amount of money that could be recovered.

- There are 4,659 people who owe fines over \$.05
- There are 3,754 people who owe under 15.00
- There are 905 people who owe the Library over \$15.00
- Higher figures are from lost books
- 900 Library card members are currently blocked from checking materials out of the Library
- Mr. Sovel requested a written report. Mr. Suess explained the Library can run their own reports now and he would be happy to run them monthly.
- The Board questioned and discussed a possible amnesty day
- There may be a need for a collection agency, more detailed reports will clarify this need.
- Missing checked out books may not only be Commerce Twp Library materials. Those materials may be from other libraries.
- There are \$30.00 to \$150.00 in fines a day
- Mr. Pernick would like to find out if it is cost worthy to collect the fines

NEW BUSINESS

a. Purchase of Furniture

The Board had a lengthy discussion on the purchase of new furniture. The price quotes were very costly. It was decided that Mr. Suess will “shop around” prices for various pieces on the list.

The Board was very concerned with the appearance of the Library. Keeping with the same furniture design would keep the Library uniform and the current pieces are beautiful. However, to match the existing pieces, it would be very costly. Future design and expansion of the Library needs to be considered and further discussed before a final recommendation can be made.

Due to overcrowding, every requested piece of furniture can be used now as well as in a future building.

MOTION by Keeler, supported by Pernick, to table the furniture proposal pending research on other options while maintaining the esthetics of the Library and our desire to maintain quality.

MOTION CARRIED UNANIMOUSLY

b. Budget Discussion

Mr. Suess explained that not many things were increased. The budget was put together with the assumption that we will be reconfiguring the Library.

Mr. Suess approached the Board with a request to increase the salary of April and Ben. The increases are appropriate. The 2 positions are extremely busy and compared to other libraries, their salary lacks. The employees are very happy with their positions and an increase is not a factor in anyone leaving. The increase is definitely warranted. Ben's salary should increase to \$45,000.00 and April's salary should be increased to \$43,000.00.

Mr. Pernick questioned alarm fees. Is the system adequate? When was it last upgraded? Are there security cameras outside? Mr. Suess explained that he has hesitated to check into security cameras as the future of the Library is uncertain. The current system seems to work well, as there has not been any problems thus far.

Mr. Sovel suggested increasing the alarm budget and reviewing the current system. It is better to make the request now and it does not mean the money has to be spent.

Mr. Suess offered to talk to Guardian Alarm. He will check into the alarm system and increase the alarm budget as necessary.

MOTION by Pernick, supported by LaFond, to recommend to the Township Board of Trustees to approve the recommended budget with the increase of April and Ben's salary and increase the alarm budget.

Mr. Sovel had abstained his vote.

MOTION CARRIED UNANIMOUSLY

c. Business Travel Request

Mr. Suess explained that Elizabeth Norton, who is employed by the Library, would like to attend the Team Librarians National Conference in Nashville TN on November 7th through the 9th, 2008. The conference is directly relevant to the type of work Ms. Norton does at the Library. The hotel is \$119.00 a night and Ms. Norton is aware that she is responsible for her own travel expenses.

MOTION by LaFond, supported by Sternberg, to recommend to the Township Board, that the Library Board supports travel for Ms. Norton to attend the Team Librarians National Conference, providing she pay for travel expenses.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

Mr. Sovel brought the Library Board up to date on discussions held at the last Township Board meeting:

- Cemetery approved
- Computers for the Library approved
- Was a short meeting
- Road construction

OTHER MATTERS

Mr. Sues explained that they are currently receiving quotes for a roadside sign for the Library entrance.

ADJOURNMENT

MOTION by Pernick, supported by LaFond, to adjourn the meeting at 8:52 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday September 24, 2008 at 7:00 PM at the Commerce Township Community Library.