

**FINAL**  
**CHARTER TOWNSHIP OF COMMERCE**  
**LIBRARY ADVISORY BOARD MEETING**  
**Wednesday, September 23, 2009**  
**2869 N. Pontiac Trail**  
**Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Garbutt, Chairperson, called the meeting to order at 6:55 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

**Also Present:** Eric Suess, Library Director  
Students from Lakeland High School

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

- Page 3      -2<sup>nd</sup> bullet and 4<sup>th</sup> bullet from the bottom of page, change contusive to "conductive"
- Page 3      -9 bullets from the top, change "All library millage money is in one account is not shared with police, fire, etc." to "Library millage funds are in one account and budgeted solely for the library"

**MOTION CARRIED UNANIMOUSLY**

## **PUBLIC COMMENTS**

None.

## **CORRESPONDENCE**

None.

## **FINANCIAL REPORT**

The Library Board reviewed the current financial report.

Ms. Kelley asked to be put on the Township distribution list so she can have the material to review on the Library.

## **DIRECTOR'S REPORT**

Mr. Suess reported on and discussed the following with the Advisory Board Members. He then left the meeting early due to his illness.

- August 2009 Circulation was our second highest ever at nearly 39,000 items. The door count unit did not survive the power outage and return of electricity, so I am in the process of getting another. Traffic continues to be heavy.
- A meeting of the Friends, Township and Library Board proved fruitful. The suggestions will be discussed at this meeting of the Library Advisory Board. Already, the suggestion to become involved with social networking has been put in place. Links to FaceBook and Twitter may already be found on our home page.
- Mr. Suess is obtaining quotes from local companies to assess the water problem and the cost to fix it. So far, two companies (Kent Foundation Systems and McCarthy Construction Company) have inspected the building. The Township has worked with McCarthy Construction in the past and they suggested doing some testing before providing a quote. They are concerned that the building may just need minor maintenance but can not determine that without testing. There will be a cost for this but it may save a lot of money in the long run. After brief discussion, Mr. Sovel suggested Mr. Suess put this in writing and present to the Township Board.
- The vehicle decals will be in place today or tomorrow. The person who created the decals currently used by the Township quoted a very strong price which other entities were unable to match.
- The wooden chairs for the children's computers have been re-ordered and should arrive in 4-6 weeks. The cost of the chairs was less through the new company. An

email was sent to confirm cancellation of the previous order. Teen stools are still in the process of being ordered.

- The computer classes are going well. Patrons are already signed up and there are multiple class times available.
- Looking for comments on the budget for next year. Mr. Sovel confirmed that the Township Board has not yet discussed the Library budget
- A potential environmental study will be done in house.
- The DDA is working on getting the Library property defined. Legal descriptions, etc.

### **OLD BUSINESS**

#### **a. Friends of the Library**

The annual meeting of the Friends of the Library is being held on September 30, 2009. Friends are looking for Board members so please attend the meeting if interested.

#### **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. Visioning recap and discussion**

Chairperson Garbutt distributed copies of all the suggestions turned in from the visioning session held in August, 2009. She asked the Advisory Board members to look them over and to be ready to discuss the topics at the October meeting.

The Advisory Board discussed the following:

- Visioning session was a good meeting – very productive
- Tax payers want to see improvements –although money is being held specifically for the library, frustrating to see tax money go to something that seems to be on hold
- Spoke with the Lakeland High School students in attendance. Gave suggestions on things that would bring them to the library – gaming room, teen area, internet, resources for school projects
- Observe high schools - perhaps invite PTA and students to a visioning session or focus group
- Review surveys from other libraries to gain some ideas to create productive questions

- Concern regarding staff not attending local conferences. Staff having ability to attend functions that will allow them to keep the library current. Gain ideas from other libraries in a local situation as opposed to traveling – due to current economy understand budget not available for travel however staff should be attending local events to keep current and educated.
- Chairperson Garbutt attended the local TLN meeting recently. All surrounding libraries had employees in attendance but did not see anyone from Commerce.
- Bring speakers into the library to keep staff up to date and further educate
- Continuing education and staying up to date with technology will help the library provide better services to the patrons
- Distribution of funding for professional development of staff is decided by the Director

**b. Recommendations from August**

Not discussed at tonight's meeting.

**TOWNSHIP BOARD REMARKS**

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

The Advisory Board discussed the current and future economy.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

Not discussed at tonight's meeting.

**OTHER MATTERS**

None.

**ADJOURNMENT**

**MOTION** by Keeler, supported by Sternberg, to adjourn the meeting at 7:50 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 October 28, 2009, at 7:00 p.m. at the Commerce Township Community Library.