

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

*Wednesday, September 26, 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

**Also Present:**              Eric Suess, Library Director  
Chris DeBear, Library Design Associate

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Kelley, to approve the Library Board Agenda for September 26, 2007 with the addition in **OLD BUSINESS**, add, e. **AED's**

**MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Keeler, supported by LaFond, to approve of the Minutes for the Library Advisory Board Meeting of August 22, 2007, with the following correction: In **OLD BUSINESS**, a. **Friends of the Library**, change the word "**candidate**" to "**volunteers**".

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

## **FINANCIAL REPORT**

The Committee reviewed the current Financial Report. Ann Marie Kelley reported the library received \$52,000.00 from the County Penal Fines Revenue.

Eric Suess reported that he will make application for the 2008 State Aid this October.

## **DIRECTOR'S REPORT**

Eric Suess, Library Director gave his report.

- Circulation continued at a torrid pace, as we circulated just under 30,000 items. I expect it to drop off a little over the next few months (normal cycle) then pick up strongly after the first of the year. It is excellent to have such strong support!
- There has been no update on the ordinance dealing with fines for library material.
- Chris DeBear from Library Design Associates will be joining us at this meeting to gather input from the Board in regard to the library's reconfiguration. Also, we have had a couple of nice articles written about our library in the Spinal Column and the Detroit News.
- Marcus Leece from the Fire Department indicated that while they would really like us to purchase the same machine that is at the Richardson Center, there are a number of dealers who can sell us that machine. The quote he gave me for AEDs should be considered only as one possible source. I will be getting three quotes on that specific machine and related parts and housing.
- Jenny Bradley is no longer working at the library. We have advertised for the position and have received quite a few excellent applications. We will have four interviews within the next week or so. We will probably fill the position very soon.
- The Museum Adventure Pass program, sponsored by Macy's and the Cultural Alliance of Southeastern Michigan, will begin in late October. Discussion of the program is on the meeting agenda. It should be an exciting and valuable program.
- The arborvitae bushes have been trimmed. Whether this opens up sightlines is open to interpretation.

## **OLD BUSINESS**

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

Betsy LaFond reports on the Friends of the Library meeting. She states that 18 people were in attendance. The meeting went very well and the volunteers were very enthusiastic. There are currently 55 people who have signed on as volunteers. The next meeting will be held October 10, 2007.

### **b. Collection Agency/Ordinance**

No report given

### **c. Library Mission Statement**

Eric Suess reports that his staff is also working on the verbiage for the mission statement.

### **d. AED's**

Eric Suess presents two quotes for the purchase of the AEDs and will bring a third quote at the October's meeting. Two AED units from Hagemyer, with storage cabinet and other accessories are quoted at \$3676.00. The comparable units from Your Safety Company are quoted at \$3550.00. It was recommended to buy two units to adequately accommodate the size and layout of the library.

## **NEW BUSINESS**

### **a. Library Design Associates**

Chris DeBear from Library Design Associates joined the meeting to discuss the reconfiguration plans for the library. Chris made notes of the Committee's ideas and addressed each concern. He shared his initial plans and thoughts. Over the next 30 days, they will be looking closely at the space and begin with the written concepts. He encouraged the Committee's additional input via email.

The Committee shared their ideas and desires regarding the planned renovation.

### **Discussion:**

Ann Marie Kelley -

- Are we 99 percent sure that this will be our permanent building?
- I would like to see a well defined area that is separate and contained for private studying. The sound in this building carries so bad, we need a separate study area.

**Discussion: (Continued)**

Judy Sternberg –

- Is it a conceivable notion that this building may be temporary? The emphasis then would be a design that can move with us.
- Will you have a graphic representation so we will be better able to envision the renovations?
- I have observed in other libraries separate levels for children. I think it is important to contain the sound.
- Can the design incorporate some artistic theme?

Barbara Garbutt –

- Will the golf course be closed next year?
- Will the plans incorporate private study areas?
- Maybe the circulation desk should not be facing the door. We could change the direction or put it in a different location.
- The noise of the library is a problem; it needs to be as quiet as possible.

Carol Keeler –

- One of my biggest concerns is regarding the acoustics in this building. The acoustics are a problem. At this point this is not a quiet library. We need to consider spaces for teens and small children who are not always quiet.
- I would hope there would be interest in designing a more efficient circulation desk, possibly a second smaller station. I realize that it would be a staff and a Board issue, but it could be improved.
- Another concern is regarding food in the building. Maybe it is time to consider a temporary location that would be appropriate for eating and drinking in the library.
- The arrangement needs to be able to alter as our patronage alters.
- I would like to see some design for Outreach Services. We have a growing number of senior citizens and we need a space for that.
- Can we consider the young adults with their seating? There are chairs available that rock for the younger crowd who always lean their chair. I think it would encourage that age group to stay longer and be comfortable. It would be a safety feature and it inhibits rocking on straight back chairs.
- A youth section with comfortable chairs for moms and dads as they accompany their children would be nice.
- Could we consider a design and color scheme for the young adults and separate entrance for them?
- A critical consideration in the redesign would be lighting.

Betsy Lafond –

- Can we put in skylights?

**Discussion: (Continued)**

Rick Sovel –

- Even if this building isn't used for the library, it will not be used for any other purpose.
- It is not going to be used as golf course next year. Even if the grounds are still in use, we will use this entire building, including the Pro Shop.

Jason Pernick –

- The area where the windows and magazines are is the best area in this library.
- Maybe we could post something on our website to solicit ideas from the public.

Eric Suess –

- Any idea is up for consideration. I do not want to limit the ideas and would like to see what makes the best sense and use of the building as the designers suggest.
- I would love to be able to work with outreach services now.
- I would like to consider the electric outlets. We need to be able to provide enough outlets for plug-ins.
- It would be a good idea to create a separate entrance into the youth department.

**b. Museum Adventure Pass Program**

Eric Suess reports the Museum Adventure Pass Program begins October 25, 2007. It is an excellent program with little to no cost to us. Information will be posted on our website. The passes include several area cultural events, such as, Cranbrook, the Detroit Historical Museum and the Rouge Tour.

**BOARD REMARKS**

Rick Sovel reports the highlights from September's Township Board Meeting

Tuesday, September 25, 2007 was the Special Meeting regarding the 2008 budget. The deadline for budget approval is October 30, 2007.

The library budgeted numbers look fine. The State deficit may have an impact on our long-term planning.

**OTHER MATTERS**

None

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Keeler, to adjourn the meeting at 8:01 p.m.

**MOTION CARRIED UNANIMOUSLY**

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, October 24, 2007 at 7:00 p.m. at the Commerce Township Community Library.

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Carol Keeler, Secretary