

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

Wednesday, September 27, 2006
2869 N. Pontiac Trail
Commerce Township, Michigan 48390

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

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

Also Present: Eric Suess, Library Director

APPROVAL OF AGENDA

MOTION by Lafond, supported by Sternberg, to approve the Library Board Agenda for September 28, 2006, with the following additions: **Add item c. Name Tags under NEW BUSINESS.**

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Keeler, supported by Sternberg, to approve the Minutes for the Library Board Meeting of August 23, 2006 with the following corrections: **Page 2, under BUDGET, 4th bulleted item, change “no degree” to “no library degree”; first paragraph, first line change “Salaries” to “salaries”; eighth line, change “My staff” to “The staff”; Page 4, under DIRECTOR’S REPORT, first paragraph, last sentence, change “We are currently one the best” to “We are currently one of the best” and Page 6, Item a. New Library Webpage, add, “Rick Sovel requests a demonstration of the new Item Linking at the next meeting.”**

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORREPENDENCE

None

FINANCIAL REPORT

Ann Marie Kelley brings the financial report summary.

BUDGET

Eric Suess comments that he did present the budget to the department heads at the Township. The only number they changed was the Income figure from \$15,000.00 to \$12,000.00

Rick Sovel comments the Township will set aside each Tuesday in October for budget discussions.

DIRECTOR'S REPORT

Eric Suess, Library Director gave his report.

- Circulation continues to climb! In August we set another new record, at over 22,000 items. Of the libraries which share our computer system, we still rank 5th, behind only Livonia, Novi, Waterford and Royal Oak. I've attached the breakdown of our items as well as the TLN circulation ranking for August.
- April has delivered our Library Newsletter to area schools. It will be made available online as well as in-house. Ben will also be creating the self-signup that we discussed in August, so that we can create a distribution list for the newsletter and other important information.
- Books continue to arrive. Especially of note is a large collection of youth non-fiction which has just arrived and is being processed. Our first removal of books from the new and notable section took place this month, with March items being removed (other than those still on the bestseller lists) and September's arrivals taking their place. We will also be accessing a trial of very good databases covering history/news/government/geography from ABC Clio. They include some outstanding video links which are not present in what we currently have.
- We are fully transferred to our new server and Ben continues daily to add to its capabilities. He has made most if not all the changes and additions recommended at the August meeting. So far, comments have been plentiful and nearly all favorable. He's put a lot of work into this and it has been noticed.
- We will be adding a circulation pad and scanner to the children's desk soon, so that all three desks may be used to circulate material. We are regularly in need of all three in addition to the two self-checks. Also, as a sign of our continuing growth, we are starting to find that on several occasions all adult computers are being used and there are patrons waiting. The wait is usually not long, but we are exploring the necessity of signing up for the computers with establishment of time limits, and the development of procedures to enforce these.

DIRECTOR'S REPORT (Continued)

Discussion:

Rick Sovel

- Do we have a Best Seller section?
- We need to list the Best Sellers on the website and have a shelf for Best Sellers, something to indicate that we have the current Best Sellers available.
- We need to create a New Item type.

Carol Keeler

- The New and Notable are available through the catalog.

Ann Marie Kelley

- I don't think it is a good thing to have empty shelf space. I'd rather have a list to reference the Best Sellers.
- We could make a prominent, visible list for Best Sellers.

Barbara Garbutt

- Patrons are always interested in getting the new and Best Sellers.
- A bigger and more prominent Best Sellers list would work.

Eric Suess

- Patrons can put a book on hold. Commerce patrons are first to have a book on hold.
- I can make the list more visible, add a big sign.
- Best Sellers, or new books are processed quickly, we do real well at ordering and getting items in fairly quickly. We don't have a large processing staff.

OLD BUSINESS

a. Friends of the Library

No report given.

b. Permanent Library

No report given.

c. Official Recognition of Formation

Eric Suess reported that he was called from the Oakland County Library in Pontiac, which informed him that the Library of Michigan officially termed the Commerce area an "unserved population" because of the contracts in Walled Lake and West Bloomfield Libraries. They assigned our patrons to the Oakland County Library which moved them from a Class One to a Class Five library, overnight. Basically, they gave them our funding for the year. Linda Mayer will be in touch with the Oakland County Library to learn how to correct the situation.

OLD BUSINESS (Continued)

d. Barring of Patrons

Eric Suess comments that he is open to explore the issue. This item will be on the agenda for next month.

Rick Sovel questions at what time do we need the Township's attorneys involved?

e. Library Newsletter/Mailing List

Eric Suess presents a copy of the Library Newsletter. It was delivered to area schools.

Rick Sovel comments that the new Township Newsletter will have 16 pages and four of those pages dedicated for library news.

Jason Pernick questions if the Newsletter is for external distribution? Does it mention the members of this committee? He suggests it should mention the Committee Meeting dates and welcome the public.

f. Disk Repair Machine Purchase

Eric Suess reports that he did not submit the quotes for the previous mentioned Disk Repair machine. We are looking at another model and I will bring it to the October's Township Board Meeting.

Rick Sovel comments that budgeted money for the purchase will not carry over to next year's budget.

g. Bike Rack

Barbara Garbutt brought three quotes on bike racks. She suggests the 8-foot, single-sided rack from Ultra Play at a cost of \$235.00/\$301.00 with shipping costs. We are familiar with this company, they are reliable we purchased the playscape at the Richardson Center from them.

MOTION by Garbutt, supported by Keeler, to purchase the Ultra Play 8-foot, single-sided bike rack with chain and heavy lock. Cost not exceeding \$400.00 with the funding from the Furniture Account #972.000.

h. Holiday Schedule

Eric Suess discusses the library's holiday pay and holiday work hours. He presents other area library's holiday schedules.

Holiday Schedule (Continued)

MOTION by Keeler, supported by Kelley to leave the holiday schedule as published.

MOTION CARRIED UNANIMOUSLY

Discussion:

Carol Keeler

- Do the other library schedules match the municipal office schedules?
- Is this a union issue?

Rick Sovel

- We can't compare to government offices. The fire and police department work 24 hour schedules. They may get paid more for holiday hours. Management doesn't get paid more, they are required to work.
- There can be union issues.
- The Township Board approved the schedules in advance for all Township Departments.

Barbara Garbutt

- We did make allowances for Mother's Day and Father's Day.

Jason Pernick

- The Township provides a governmental service.

Ann Marie Kelley

- The Township is a 5-day-a-week business. The library is a 7-day-a-week business.

Judy Sternberg

- Recreational services, like entertainers work holidays. They provide recreational services.

Eric Suess

- The staff is not happy.
- The Township Offices are closed four days for Christmas.
- Some of the other libraries that work holiday hours are paid double time.

NEW BUSINESS

a. Demo of Item Linking

Eric Suess provides a visual demonstration of the new Item Linking at the adjournment of the meeting.

NEW BUSINESS (Continued)

b. Cable TV

Eric Sues reports there is very limited spots available. There are programs we would like to advertise on cable. He will provide more information at the next meeting.

c. Name Tags

MOTION by Sovel, supported by Pernick, to require all library personnel wear name badges with staff position and a minimum of their first name. Library staff will have a professionally made, engraved badge and volunteers to have disposable name tags. Funding from the Supplies Account #726.

Discussion:

Barbara Garbutt

- All the staff should have a name tag for recognition.
- It is common to go into any place of business and see name tags.
- If a patron has a complaint or compliment, they need to see a name.

Rick Sovel

- First names are important. If you have two names of the same, use the first letter of the last name.

Carol Keeler

- We need to be able to distinguish the departments, possibly a color code for professional staff from semi-professional. If I had a circulation question, I could ask the circulation person. We have no way of knowing who is who.

Jason Pernick

- Set a threshold limit, first name and position.
- Leave it to the employees to use their full name; it could be a personal issue.

TOWNSHIP BOARD REMARKS

Rick Sovel gives a summary of the Township Board Meeting.

OTHER MATTERS

MOTION by Keeler, support by Pernick, to establish a regularly scheduled evening Book Discussion Group beginning January 2007.

MOTION CARRIED UNANIMOUSLY

OTHER MATTERS (Continued)

Betsy Lafond questions the libraries book drop. Where, in the front of the library are books returned?

Eric Sues comments they have talked about an internal book drop. We collect the books every 1-2 hours, they fill up that fast.

ADJOURNMENT

MOTION by Keeler, supported by Sternberg, to adjourn the meeting at 8:25 p.m.

MOTION CARRIED UNANIMOUSLY