

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, January 24, 2018
180 E. Commerce Road
Commerce Township, Michigan 48382**

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:00 pm at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
David Scott, Township Supervisor
Shane Lakner
Judy Sternberg

Absent: Barry Hiscox

Also Present: Connie Ozinga, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Sternberg, to approve the January 23, 2018 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of December 6, 2017, with a correction to page 3, Item 9 Township Board Remarks, first paragraph, change: "The DEQ said is" to "***The DEQ said it***". **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Director Ozinga submitted the 2017 Year End Statistics report.

As is typical for a new building, numbers have gone up. The comparative statistics really shows this. New library cards issued in 2017 are more than twice the number in 2016. Note that users coming in to use computers for internet access has gone down, while Wi-Fi access use has more than doubled. Average daily patrons in the building has increased by 86 over the previous year.

The last of the old library cards were given out this past week.

Friends Book Sale will be April 11-15, 2018. The new Friends of the Library's blue book bag has the same logo but with a different recycle message on the bag. They sold 20 of the bags in first week of sales.

ITEM 6: DIRECTOR'S REPORT

a. Lakes Area Chamber First Friday Coffee Connect, March 2 here.

The library is hosting the Lakes Area Chamber Coffee on March 2, 2018 from 8:30 to 9:30 a.m. You are invited to attend.

Study week has gone very well. Several kids were asked to leave the building because they would not follow library rules. The school liaison officers walked through the building each afternoon and Officer Leggett (Walled Lake Central High School Liaison Officer) parked his car near the front door during late afternoons and evenings.

Hoopla statistics - 2017 was our first full year with Hoopla. Patrons can select e-audio, e-book, comics, movies, music and more. We originally purchased this for the movies. Our users use it for everything, with highest usage for e-audio. The estimated cost for Hoopla was \$900 a month but the actual figure came in closer to \$1,000 a month.

ITEM 7: OLD BUSINESS

a. Building

We are working with Denny's Heating to get the radiant floor up and running in the whole building. Additional security cameras are being installed.

Supervisor Scott said there is nothing noted in the insurance policy that says we can use space heaters in the building. He recommends the heating company take care of any heating problems while it is still under warranty.

ITEM 7: OLD BUSINESS (continued)

b. Chairs

Shane Lakner brought in one of the chairs that he repaired and reupholstered. The Board was pleased with the outcome of the repair and thanked Shane for his work. We still have 13 orange chairs that need to be repaired. Discussion took place if we should purchase new metal frame chairs or reupholster the other 13 chairs. Shane offered to reupholster the remaining chairs if the Board decides that is the route they would like to take. Director Ozinga will discuss this further with Shane.

ITEM 8: NEW BUSINESS

a. Circulation Desk, swinging gate quote

Library Design Associates has quoted \$1,443 to add a swinging gate to the end of the circulation desk. Discussion followed on the high cost of a gate. Connie will obtain a drawing of the gate and report back to the Board.

MOTION by Pernick, supported by LaFond, to Table purchase of a swinging gate for the end of the circulation desk.

MOTION CARRIED UNANIMOUSLY

b. Shelving, Additional CD bins quote

Adult Services has asked that we expand the space allotted for storage and display of CD's. We can add ten additional drawers to the CD area for \$3,644.60 that will fill two additional sections of shelving. Connie recommends the purchase.

MOTION by Pernick, supported by LaFond, to recommend to the Township Board of Trustees the purchase of ten additional drawers to the CD area of the Township Library building at a cost of \$3,644.60.

MOTION CARRIED

Supervisor Scott voted no.

c. Meeting Room Policy revisions

Changes to the policy will add information regarding the Dodge Room and the White Pine Room and remove information regarding the kitchenette in the old building.

Policy interpretations that we had to come up with to address political and business use have been added to the policy as follows:

- The rooms may be used by businesses for training and staff meetings but not for sales events.
- The rooms are available to local elected officials, government units, and citizen organizations for meetings such as a local town hall and political party meetings. ~~They are not available for campaign events.~~ Elected officials serving Commerce Township do not need to hold a library card in order to make reservations.

ITEM 8: NEW BUSINESS (Meeting Room Policy revisions continued)

Pernick recommends removal of "They are not available for campaign events" as highlighted in the paragraph above. It was the consensus of the Board to change the policy revisions as recommended by Pernick.

MOTION by Pernick, supported by Scott, to recommend to the Township Board of Trustees approval of the Meeting Room Policy revisions.

MOTION CARRIED UNANIMOUSLY

ELECTION OF OFFICERS

Is it mandated that we need to have an election? Supervisor Scott said the Board does not have to have an annual election, although they may want to revisit this on an annual basis.

MOTION by Scott, supported by Lakner, to continue the appointment of Barbara Garbutt as Chairperson, Jason Pernick as Vice Chairperson and Betsy LaFond as Secretary of the Library Advisory Board. **MOTION CARRIED UNANIMOUSLY**

The Walled Lake School Art Show will be held at the library during the last week of May, 2018.

Director Ozinga said the Detroit Institute of Arts (DIA) bus will be at the library sometime during the art show or on a Saturday.

Supervisor Scott said Jose Mirkin, Adult Services Librarian, is working with the DIA to pick locations within the Township, such as the Township Hall, Richardson Senior Center, Library, etc. to mount replicas of masterpieces for a specified time period. They will also bring a 30' trailer art display to the library during the Walled Lake School Art Show.

Supervisor Scott said Huron Valley Schools will be asking to use the library for their art show.

Lakner was excused from the meeting at 7:56 pm.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- Security cameras were repositioned, replaced and added at the library building. They are waiting for arrival of a pedestal mount. A similar security system will be placed at the Richardson Senior Center.
- Beaumont Hospital purchased property in the Township and agreed to allow the Township to build a Fire Station on it. They sold the property to a single family

ITEM 9: TOWNSHIP BOARD REMARKS

developer. They agreed to give the Township \$642,000.00 from the sale of the property to use for a new Fire Station or upgrade the one on Welch Road. An ambulance bay needs to be added to the Welch Road Fire Station.

- It was discovered there is approximately \$1,000,000.00 in outstanding funds that are due to the Township and never collected. One example is the Road Commission for Oakland County is supposed to pay for lighting at the roundabouts but never received an invoice from the Township. They are working on getting funds reimbursed back to the Township.
- A questionnaire is being sent to organizations that use Township parks and properties so the Township can evaluate how much money they are receiving and spending.
- Richardson Senior Center is scheduled to open by April 1, 2018.
- There are five new restaurants coming into the Township.
- The complex going in at the old library building property will be called "Five and Main". The developer will go before the Planning Commission in the near future.
- He met with the Road Commission for Oakland County and they stated there will be no opportunity to change any of our roads or add roundabouts before the year 2024.
- The staff of Williams International was told to be out of the building no later than July 9, 2018.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

ITEM 12: ADJOURNMENT

MOTION by LaFond, supported by Sternberg, to adjourn the meeting at 7:54pm.

MOTION CARRIED ANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, February 28, 2018.