

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, March 22, 2017  
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  
Barry Hiscox  
Shane Lakner  
Judy Sternberg

**Also Present:** Connie Jo Ozinga, Library Director

A government student from Milford High School was in attendance.

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by LaFond, to approve the March 22, 2017 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**ITEM 2: APPROVAL OF MINUTES**

**MOTION** by Lakner, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of February 22, 2017, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

None

**ITEM 5: FINANCIAL REPORT:**

Library Director Ozinga submitted the January 2017 Statistics Report

**ITEM 6: DIRECTOR'S REPORT**

Library Director Ozinga reported on the following:

The problem of mixed dye lots on the granite counter top will be repaired.

The Study Room Policy needs to be in place. This is our starting policy: 1. Groups take priority over individuals, 2. Tutors must use the study rooms. The draft policy will be presented at the next LAB meeting. Waterford and Commerce Township are the only libraries that allow tutors to use their library. Chairperson Garbutt and Pernick do not have an issue with tutors using the library unless they interfere with other patrons at the library. Supervisor Scott questioned if we should we consider renting out rooms to tutors for a nominal fee. Chairperson Garbutt recommends we continue to monitor tutors and their use of the library to see if any problems occur.

Patrons are bringing food into the library to eat. We need to get larger signs that say no eating in the library.

Looking at making the Village walkable Supervisor Scott stated the Township would like to purchase Eric's Market's property on the corner of Commerce and South Commerce Roads. The Township is looking into making the Village walkable from Huron Hospital to the library. They would like to construct a bridge to go over South Commerce Road to the library. He talked to Mr. Touby (owner) and asked him if he would consider donating to the construction of the bridge if the property purchase goes through. Mr. Touby agreed to donate \$10,000 for bridge construction and his partner also offered to donate \$10,000, when the purchase is finalized. They would like their names placed on some type of plaque on the bridge or somewhere near the bridge.

We need to fill the new Adult Services Librarian position. We also need to add some part time librarian hours to cover: 1) Nights and weekends, 2) Lunch hours on Saturday, and 3) Check out desk, especially on the weekends. Weekends have been particularly crazy.

I continue to be very unhappy with the work of our low bid cleaners. Their Supervisor will inspect their work every morning at 8:00 to make sure their work is acceptable.

Walled Lake School Art show will be here in late May 2017. DIA Inside Out comes back inside with a display of pieces used for the Inside Out art shows.

Passed out an updated copy of the Library Organizational Chart.

**ITEM 6: DIRECTOR'S REPORT (continued)**

Director Ozinga showed the Board a photograph of a Russian student reading a book.

**MOTION** by Pernick, supported by Lakner, to accept the photograph donated to the Commerce Township Library. **MOTION CARRIED UNANIMOUSLY**

**ITEM 7: OLD BUSINESS**

**a. Library Dedication Day May 13, 2017**

We are scheduling several activities for the dedication. Children will have a meet and greet with the Frozen princess, music around the building and many more activities taking place. There will be speeches and a flag raising ceremony handled by the Boy Scouts and Girl Scouts. There will also be a ribbon cutting ceremony.

**b. Art by Ben Alexander**

No action taken. Mr. Alexander was not present.

**ITEM 8: NEW BUSINESS**

**a. Building and Furniture and.....**

All of the furniture is here. We are learning a lot about how the building works. Usage continues to be very high.

Furniture issues: Some of the old furniture looks bad now that we are getting an up close look at it. The tall chairs in the vending area and the upholstery on the older chairs in the study rooms each look bad. I am looking into options for these. We are also looking into re-doing the periodicals/newspaper shelving

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott advised the Board of the following:

- He assisted Marika Zemke, Adult Services Manager with the SKYWARN storm-spotter training. There were 106 people in attendance.
- He will deliver easels from Walled Lake School to see if they can be used for the Walled Lake School Art show in May 2017.
- Property Gateway is a leading-edge Internet tool that delivers free and fee-based online access to Oakland County's land and property Information including tax parcel reports and maps.

**ITEM 9: TOWNSHIP BOARD REMARKS (continued)**

- He meet with the Road Commission for Oakland County yesterday regarding a County wide program to spray Phragmites. He would like to apply for a Township wide permit from the Michigan Department of Environmental Quality (MDEQ DEQ so each homeowner will not have to obtain their own permit.
- Old Library building - The electric invoice to operate the building for the period of February 10, 2017 - March 10, 2017 was \$904.00. There were 22 exterior lights in operation. To correct this, the lights were turned down, temperature was turned down and the blowers were turned off. They will take everything that is left in the building and put it in one room to sell, auction or repurpose. He is looking into putting a sandwich type board over the top of the existing library sign to announce the library has moved to a new location.

**ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

Chairperson Garbutt stated that there were no recommendations at this time for the Board of Trustees.

**ITEM 11: OTHER MATTERS**


Chairperson Garbutt advised the Board that The Friends of the Library will no longer support the Concert in the Parks events. We do not want to lose the connection between the library and the residents. Director Ozinga said there will be a library booth where children and visit and receive a free book.

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 8:00 pm.

**MOTION CARRIED UNANIMOUSLY**

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Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, April 26, 2017.**