

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, June 28, 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

ITEM 1: APPROVAL OF AGENDA

MOTION by Sternberg, supported by Lakner, to approve the June 28, 2017 Library Board Agenda with the addition of b) Art by Ben Alexander under Item 7 Old Business .
MOTION CARRIED UNANIMOUSLY

ITEM 2: APPROVAL OF MINUTES

MOTION by Sternberg, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of May 24, 2017, as submitted.
MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Library Director Ozinga submitted the May 2017 Statistics Revenue and the Expenditure Report for the period ending May 31, 2017.

ITEM 6: DIRECTOR'S REPORT

Library Director Ozinga reported on the following:

The Summer Reading Club kickoff was great fun, complete with farm animals and pony rides. I pulled in a little before 10 a.m. that day and there was a picnic set up in the Boy Scout pavilion. In July the TLN director's quarterly meeting is usually held in a park. TLN Director Jim Pletz has already asked me to reserve it for next June's meeting.

I think we set a new record for Summer Sunshine story time attendance on June 26, 2017. Last week there were 81 attendees. At the June 26th story time there were 50 children and 41 parents. Attendance and demand for our youth programs has been larger than ever. One program filled up so fast that we scheduled a second session.

Registration for our summer programs opens two weeks before the program date. During the first week only Commerce card holders can register.

The last interview for an Adult Librarian will be held tomorrow morning. She has interviewed four outstanding candidates.

She will put into the budget a request to hire 2 part time librarians for nights and weekends.

ITEM 7: OLD BUSINESS

a. Building and Furniture and.....

Director Ozinga -

We had DeBeer/Library Design Associates disassemble part of and re-arrange the periodical shelves in front of the fireplace. The shelves have been lowered by one full section. We would like to add laminate tops to the shelving and two additional end panels at a cost of \$4374.

I also requested a quote to lower the new book display shelving by one shelf as well, which would lower those shelves an amount similar to the periodicals. To do the lowering and add laminate tops to those sections of shelving is quoted at \$1,584 to disassemble, reduce size of uprights, and reassemble. Laminate tops for those shelves will be \$1,975.

Total for both of these projects is \$7,933. This amount must be submitted to the Township Board for approval. My vacation begins the Friday after our meeting, with agenda material due while I am on vacation the following week. I am tied up the only day after board meeting with a major library staff tour. I do not expect to have this in

ITEM 7: OLD BUSINESS (continued)

submittal form in time for the July meeting, and will plan on submitting for the August meeting.

The library is in need of a coat rack in the youth room. I will obtain pricing next month and would like to have all recommended purchases made to the Township Board at the same time.

Our recommendation to reupholster 10 chairs was approved by the Township Board.

One year ago there was a pond by the parking lot that had no life in it. Her husband noticed it is full of frogs and ducks now. He took a picture of it and she placed it on the library's webpage. She is pleased to see wildlife (deer, turkeys and groundhogs) in the park surrounding the library.

There are a few libraries that are being given special glasses that allow them to safely witness the partial solar eclipse happening on Monday, August 21, 2017.

LaFond – what happened with \$8,000 electric bill? Director Ozinga said the electric bill was for 3 months instead of 1 month. The library needs to be in operation for at least one year to get a better understanding of what the average electrical consumption will be.

LaFond – Asked for an update on the mulch in the front of the library. Director Ozinga answered they are in the process of ordering mulch.

b. Art by Ben Alexander

MOTION by Lakner, Scott to remove Art by Ben Alexander from the Table.

MOTION CARRIED UNANIMOUSLY

LaFond showed sample pictures for the Board's review and asked for their feedback.

Discussion took place and the following was suggested:

- They would like to see additional pictures.
- The first step should be to choose a place in the library to display the picture then decide what type of picture you want to see there.
- It would be nice to see a large picture of the park as soon as you walk into the library. This will bring the feel of the park back into the library.
- Ask Mr. Alexander if he would be willing to come to the library and suggest an appropriate picture and size. In addition, ask him how much the picture will cost so we can duplicate to any size.

ITEM 7: OLD BUSINESS (Art by Ben Alexander continued)

- Use non-adhesive static cling pictures on the wall. This will allow you to change the picture to different seasonal themes.

No action taken

ITEM 8: NEW BUSINESS

a. Materials Selection Policy review

Director Ozinga - The Materials Selection Policy revisions are not yet ready to present to you, so this item needs to be tabled.

MOTION by Lakner, supported by Scott, to Table Materials Selection Policy review.

MOTION CARRIED UNANIMOUSLY

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott informed the Board of the following:

- Larenne Clark, President of Scarlet's Smile Playground would like to move forward on the handicapped-accessible playground in Dodge Park. She does not want to wait for Grant money. It was agreed by the Township Board to move forward with the playground at the south half of Dodge Park adjacent to the pavilion and soccer fields.
- Hunter Pasteur Homes will place a sidewalk from their development to Farr Street. The Township will continue the sidewalk to Leo's Coney Island. Jason Mayer, Giffels Webster Engineers and Jay James, P.E. Building Official will provide an estimated cost to continue the sidewalk north of S. Commerce Road, around the corner and connect to the library.
- The Township closed on the purchase of Old Eric's Market.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Lakner, supported by LaFond, to advise the Township Board of Trustees of the Library Advisory Board's support to utilize library building money to complete the sidewalk pathway.

MOTION CARRIED UNANIMOUSLY

ITEM 11: OTHER MATTERS

Sternberg – she was approached by two residents of Commerce Township asking whose decision it is to allow someone to use or rent rooms in the library. Director Ozinga told her there are library policies on the library webpage under the section

ITEM 11: OTHER MATTERS (continued)

“About Us”. Anyone can contact her with questions or concerns. The library encourages elected officials to use library space to hold town hall meetings.

Chairperson Garbutt - A resident was upset because he placed a new book on hold in January 2017 and then another new book on hold in February 2017. He came into the library in June 2017 and noticed the book was on the shelf. He was never contacted by library staff letting him know the book was available to check out.

Garbutt - Blazing Bagels is holding a fundraiser selling Hot Wheels for \$1.00. They would like to donate 50 Hot Wheels to the library. She is happy to see community involvement from businesses within the Township.

Lakner – The “Library straight ahead” sign is still on M5, when will it be removed? Supervisor Scott made note of this.

Connie – The Library Network (TLN) made a decision to replace our current version of the online system with an upgraded system.

Supervisor Scott – The Township and library has never had mileage reimbursement. The Township has 9 vehicles to 2.5 employees. He would like to downsize the fleet. He asked if the Library Advisory Board would consider selling the library car and receive mileage reimbursement instead. Chairperson Garbutt asked if the library will receive proceeds from the sale of the library car. Supervisor Scott answered that he would assume the money goes into the Township’s General Fund to use for mileage reimbursement. Chairperson Garbutt asked if the library’s mileage reimbursement would come out of the Township’s General Fund. Supervisor Scott answered it would come out of the Library Fund.

MOTION by Hiscox, supported by Lakner, to recommend to the Township Board to adopt a process of mileage reimbursement and sell the library car.

MOTION CARRIED UNANIMOUSLY

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Sternberg, to adjourn the meeting at 8:11 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, July 26, 2017.