

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, April 23, 2014
2869 N. Pontiac Trail
Commerce Township, Michigan 48390**

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:01 p.m. at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice-Chairperson
Barry Hiscox
Betsy LaFond
Shane Lakner
David Law
Judy Sternberg

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by Lakner, to approve the April 23, 2014 Library Board Agenda with the addition of "b. Library Building" under New Business.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION Law, supported by Sternberg, to approve the March 26, 2014 Library Advisory Board Meeting Minutes, as submitted.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

A letter was received from a gentleman complaining how the internet filtering was changed at the library.

FINANCIAL REPORT:

There was no financial report.

DIRECTOR'S REPORT

a. Joint Meeting with Township Board April 22, 2014

The Joint Meeting between the Library Advisory Board and the Township Board of Trustees was very informative and productive.

Last week was National Library Week. The Commerce Township Community Library invited residents to play different games for a chance to win prizes. They handed out informational bags that included library brochures, bookmarks and program information.

Friends of the Library held their executive staff meeting this morning. They will be holding another book sale.

Roof Leak

It was mid-April before the roof leak was resolved and repaired. We are now working on getting quotes for the interior drywall repair, which is going to be difficult as it is the ceiling above book stacks.

Signs

Exterior signs should be installed soon. Interior signs have been order.

Paving

We have been getting quotes for filling potholes and sealing cracks. The large pothole will be filled soon. Beyond that we are now, as suggested by Mr. Zoner, working with Giffels-Webster in conjunction with the upcoming Commerce Crossing paving project.

Upcoming Board Training Opportunity

Two FOML (Friends of Michigan Libraries) workshops will be hosted at the Kentwood Branch Library (Kent District Library) on Thursday, September 11, 2014 for Library Friends and Friday, September 12, 2014 for library trustees. Registration information will be posted on the FOML website (www.foml.org) at the end of summer 2014.

After their recent session in Canton, Michigan on a Friday I did suggest they try a

Saturday. The response was that in the past attendance was lower on Saturdays than on Fridays.

DIRECTOR'S REPORT (Board Training Opportunity continued)

Pernick - we should ask for a syllabus for the Board Training Program.

Chairperson Garbutt advised the Board of a Marketing Meeting she attended with Director Ozinga in Grand Rapids. The information received at the meeting was not relevant to the Commerce Township Library.

Pernick – would like to see an outdoor flagpole installed at the library instead of one inside the building. Most other governmental buildings have an outdoor flagpole. Director Ozinga will discuss this with Supervisor Zoner.

NEW BUSINESS

a. Unattended Children Policy

Director Ozinga - It is my understanding that in 2009 you reviewed suggested changes to this policy and did not approve the changes.

Director Ozinga - Youth Services Manager, Abby Daniels has been concerned with this policy in relationship to issues dealt with by her department. She has proposed several changes. I included in your agenda mailing, her memo and the revised policy. I have also forwarded it all to the library attorney Phil Adkison for review.

Director Ozinga recommends this be Tabled to allow sufficient time for Board members to review the policy. She will provide a clean unlined copy to Board members.

MOTION by Law, supported by Pernick, to Table Unattended Children Policy.

MOTION CARRIED UNANIMOUSLY

b. Library Building

Director Ozinga would like to put together an RFP (Request for Proposal) for a Library Building Program.

Hiscox – we should establish demographics.

Law – As an Advisory Board, we could advise the Township Board of the size and location of the new library building.

Director Ozinga was asked by the Township Board to put together a list of library regions and the size of their library buildings.

NEW BUSINESS (Library Building continued)

Sternberg – shared a newspaper article on the Birmingham Library asking for \$21,000,000.

OLD BUSINESS

a. Internet Policy

Director Ozinga – You requested a revised Internet Usage Policy. I am working on it, but do not have one ready to show you.

b. Marketing Working Group

Director Ozinga - The group will meet on April 29, 2014. In addition to Shane, Barry and myself, attendees will include Marika Zemke, Ginger Nickloy and possibly Vanessa Magner.

TOWNSHIP BOARD REMARKS

David Law, Township Board Trustee felt the Joint Meeting held last night with the Township Board was very productive.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

None

ADJOURNMENT

MOTION by Sternberg, supported by LaFond, to adjourn the meeting at 8:00 p.m.

MOTION CARRIED UNANIMOUSLY

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday May 25, 2014.