

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, September 24, 2014  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Garbutt, Chairperson called the meeting to order at 7:00 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

**Absent:** Judy Sternberg (excused)

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

**APPROVAL OF AGENDA**

**MOTION** by Hiscox, supported by Law, to approve the September 24, 2014 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** LaFond, supported by Lakner, to approve the August 27, 2014, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Director Ozinga gave an update on the financial report.

**DIRECTOR'S REPORT**

Director Ozinga –

Health insurance was switched over to Blue Cross Blue Shield. We are waiting to receive the BCBS insurance cards.

1. Architects

The Township Attorney is still working on finalizing the contract with Penchansky Whisler.

2. Library building - location

This is yet to be finalized by the Township Board. It is on their agenda for their special meeting on the 23<sup>rd</sup>, the night before our meeting.

3. Cardholder map

The attached card holder map shows a red dot for every library card address. They look pretty evenly spread around the township.

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**The following was submitted by Abigail Daniels, Youth & Teen Services Manager:**

Total registration for the Youth Department's Summer Reading Program was 513. This broke down in the following way: Youth (Preschool – grade 5) 436 Teen (grades 6 – 12) 77

The summer's total enrollment only showed a 3.8% increase over enrollment in 2013 (494), despite distributing 4,260 summer reading flyers to area schools.

Out of 513 children enrolled in Summer Reading, 41% (208) completed the program. This is a 5% decrease in the number of children completing the program over 2013 (218). This year's finishers broke down in the following way: Youth (Preschool – grade 5) 44% completed (192 kids) Teen (grades 6-12) 21% completed (16 teens) The Youth registration increased by 8 % over 2013 (404), while the completion rate did not change from 2013 (44%). Unfortunately, the Teen registration rate dropped by 14% over 2013 (90 teens), and the completion rate for teens had a 64% decrease when compared to 2013 (44 teens).

**DIRECTOR'S REPORT (continued)**

We offered 63 programs during June, July and August in 2014, which is a 15% decrease over the total number of programs offered in 2013 (74). Because of low attendance at August 2013 programs, and in order to better prepare for fall 2014 programming, the Youth Department offered fewer programs in August 2014 than in August 2013. Attendance at programs offered in June, July and August 2014 totaled 4,072 people, which is a 2.4% increase over 2013's summer program attendance of 3,976 people. Teen program attendance increased by 57% this year, from 337 in 2013 to 530 in 2014.

**NEW BUSINESS**

None

**OLD BUSINESS**

**a. Library Building - Location**

Director Ozinga -

As of this date, the location for the library has not been determined.

**b. Library Building Program**

No update.

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**TOWNSHIP BOARD REMARKS**

Law –

- Currently working on the budget.
- Library location - There will be a Special Meeting on Tuesday, September 30, 2014 at 7:00 p.m. to discuss library locations. He would like to hear recommendations from the Parks and Recreation Committee members.

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**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

Garbutt –

- Received a call from a resident who recommends that the Township build two small libraries instead of one large library.

**OTHER MATTERS (continued)**

Garbutt –

- Another resident would like to place and maintain a “free library” in Long Park. Garbutt will review, with the resident, areas of Long Park to place the “free library”.

**ADJOURNMENT**

**MOTION** by Lakner, supported by Pernick, to adjourn the meeting at 7:20 p.m.

**MOTION CARRIED UNANIMOUSLY**

Betsy DeFond

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday October 22, 2014.