

**Commerce Township Community Library  
2869 N. Pontiac Trail  
Library Advisory Board Meeting  
Wednesday, December 10, 2014 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of October minutes

ITEM 3 – Public Comments

ITEM 4 – Correspondence

ITEM 5 – Financial Report

ITEM 6 – Director’s Report

- a. 2015 Meeting dates
- b. 2015 Holiday closings
- c. Odilo e-books
- d. Snowman Scavenger Hunt
- e. TLN Services value

ITEM 8 – New Business

- a. No smoking policy

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ITEM 9 - Old Business

- a. Library building – location

ITEM 11 - Township Board Remarks

ITEM 12 – Recommendations to the Township Board of Trustees

ITEM 13 – Other Matters

ITEM 14 – Adjournment

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, January 28, 2014

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, December 10, 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  
Judy Sternberg

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

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Lakner, to approve the December 10, 2014 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** LaFond, supported by Sternberg, to approve the October 22, 2014, Library Advisory Meeting minutes, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

A letter was received from a resident supporting location #3 for the library building.

**FINANCIAL REPORT:**

Director Ozinga reviewed the Revenue and Expenditure Report for the Charter Township of Commerce period ending 10/31/2014 and September and November 2014 Statistics.

**DIRECTOR'S REPORT**

Director Ozinga –

**a. 2015 Meeting Dates**

Meetings are held on the 4th Wednesday of the month at 7 p.m. unless otherwise noted.

January 28

February 25

March 25

April 22

May 27

June 24

July 22

August 26

September 23

October 28

December 9 (combined November/December)

MLA Conference October 15 to 17, 2015

**b. 2015 Holiday Closings**

New Year's Day Wednesday, January 1, 2015

Martin Luther King Day Monday, January 19, 2015

President's Day Monday, February 16, 2015

Easter Sunday, April 5, 2015

Memorial Day Sunday, May 24, 2015

Memorial Day Monday, May 25, 2015

Independence Day Friday July 3, 2015

Independence Day Saturday, July 4, 2015

Independence Day Sunday July 5, 2015

Labor Day Sunday, September 6, 2015

Labor Day Monday, September 7, 2015

Veteran's Day Wednesday, November 11, 2015

Thanksgiving Day before Wednesday November 25, 2015 5 p.m. close

Thanksgiving Thursday, November 26, 2015

**b. 2015 Holiday Closings (continued)**

Thanksgiving Friday, November 27, 2015  
Christmas Eve Thursday, December 24, 2015  
Christmas Friday, December 25, 2015  
New Year's Eve Thursday, December 31, 2015  
New Year's Day Friday, January 1, 2016  
Easter Sunday, Memorial Day Sunday, Independence Day Sunday

**c. Odilo e-books**

This new e-book service will be available in January. It is a new service which will be funded for the first three years by TLN. (The Library Network.) TLN will actually own a digital copy of the books purchased. With our current services such as Overdrive/Download Destination we only license access to the materials. A new software has been implemented.

**d. Snowman Scavenger Hunt**

CTCL is participating in the Huron Valley Macaroni Kids Snowman Scavenger Hunt. Find the snowman at each participating location and qualify for prizes. For more information see <http://huronvalley.macaronikid.com/article/861629/find-the-snowman-scavenger-hunt>.

**e. TLN Services Value**

I have enclosed a copy of a value of services report I received from TLN. (The Library Network.). For the TLN Fiscal year ending June 30, 2014 the Commerce Township Community Library received \$2,011,928 in savings on an investment expenditure of \$63,303.

**NEW BUSINESS**

**a. No Smoking Policy**

Director Ozinga - A few weeks ago we had an issue with a person "smoking" with a vaporizer in the library. That person made it very clear that unless we could show her a policy that defined vaping as smoking she was not going to stop. The Township's existing policy is dated 1999 and does not address e-cigarettes or vaping. The policy needs to be updated.

**OLD BUSINESS**

**a. Library Building - Location**

Director Ozinga - This was on the Township Board agenda yesterday, December 9, 2015. The Board is still trying to pin down a final location in the northwest portion of Dodge Park.

**TOWNSHIP BOARD REMARKS**

Law – The Township Board of Trustees are in the process of interviewing applicants for the position of Township Treasurer. They hope to make a selection by Tuesday, December 16, 2015.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

**MOTION** by Pernick, supported by LaFond, to recommend approval of the revised No Smoking Policy for the Township Library as follows: Use of Tobacco Prohibited - In 2010 the State of Michigan banned the use of tobacco in public buildings. The use of tobacco, tobacco products, artificial cigarettes and vaporizers in the library is prohibited.

**MOTION CARRIED UNANIMOUSLY**

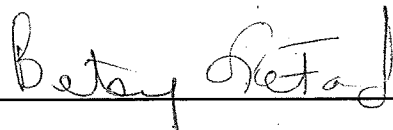
**OTHER MATTERS**

The Library Christmas Party will be held at the Library noon on Wednesday, December 17, 2015 and the Township Christmas Party will be held at the Township Hall between 1:00 p.m. and 4:00 p.m. on Thursday, December 18, 2015.

**ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 7:24 p.m.

**MOTION CARRIED UNANIMOUSLY**

  
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The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday January 28, 2015.

Final  
CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, October 22, 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  
Barry Hiscox  
Betsy LaFond  
Shane Lakner  
David Law  
Judy Sternberg

**Absent:** Jason Pernick, Vice-Chairperson

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

**APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Sternberg, to approve the October 22, 2014 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** LaFond, supported by Sternburg, to approve the September 24, 2014, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

No report

**DIRECTOR'S REPORT**

Director Ozinga –

1. Architects

Contract is complete.

2. Library building - location

Dodge Park, northwest corner.

3. Friends

As of Saturday the Friend's book sale had brought in \$3779.

The library budget was approved with the exception of the Communication Marketing Adult position. One part time position was approved to change to a full time position. Library staff will receive a 2% raise in salary.

There will be a special Christmas Eve Book Sale on the first Saturday after Thanksgiving.

The library architects will be looking at a library building in Grand Rapids, Michigan.

**NEW BUSINESS**

Hiscox - Marketing Committee – passed out a synopsis of their meeting for members to review. One item they are concerned with is if the library is constructed as a two story building, then it would require additional employees to staff it. They cannot work on marketing ideas until they know the location and size of the new library building.

Garbutt – She will spread the news about the new library building when conducting programs at Commerce school.

Ozinga - There is an online homework website called tutor.com that would be helpful for K-12 students.

**OLD BUSINESS**

**a. Library Building - Location**

Director Ozinga -

Dodge Park will be the location for the new library.

**TOWNSHIP BOARD REMARKS**

Law –

- Budget is complete.
- Dodge Park was chosen as the location for the new library building.
- He believes the Communication Marketing Adult position was not approved by the Township Board because they would like to get the library up and running first.
- A 2% raise was approved for library staff.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

Garbutt – A bench will be placed at the Little Free Library in Long Park. Bookmarks from the library will be placed in the books. She will also place program brochures in the books.

Ozinga –

- The Fire and Police Departments will hold a free “Halloweenie Lunch” on October 30, 2014.
- Big Rapids, Michigan is doing a major renovation on their 100 year old library building and have moved approximately 50,000 books in four days.
- The Library Conference will be held late October in Novi, Michigan next year.

**ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 7:30 p.m.

**MOTION CARRIED UNANIMOUSLY**

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The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday December 10, 2014.