

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, March 27, 2013
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
Betsy LaFond
Shane Lakner
Judy Sternberg

Absent: Barry Hiscox
David Law

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the March 27, 2013 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the March 6, 2013 Library Advisory Board Meeting Minutes with a correction to page 1, Approval of Minutes , change "Besty" to "**Betsy**"; page 2, Director's Report item 2, change "barrel be" to "**barrel to be**" and item 3, change "download" to "**download**"; page 5, Long Range Plan, change "Chari elect" to "**Chair-Elect**"; page 6, Recommendation to the Township Board of Trustees, add "**The Board recommends to the Township Board of Trustees, hiring a part-time Programming Specialist to support the Community Tech Project.**" **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

None

CORRESPONDENCE

An anonymous letter was received praising Librarian, Emily Truesdale.

FINANCIAL REPORT:

Director Ozinga reviewed the financial report with the Board.

DIRECTOR'S REPORT

Director Ozinga reported on the following:

2013 Budget and Community Tech Project

I presented this at the March Township Board meeting. The Board did not approve the funding for the part-time position that was cut out of the budget. We talked about several other topics as well. The Board is interested whether the kind of technology we were planning to offer is wanted by the community and hopes that we might get a better idea of that through the long range planning process. The Board is aware and supportive of the long range planning project idea and was also supportive of limiting program attendance to residents only when necessary.

Out of State Conferences

The Township Board did approve attendance at the American Library Association conference in Chicago for both Marika Zemke and I.

Long range plan

I am currently working on the Long Range Plan (copy attached). I should have a tentative date list by the time we meet. Proposals will be turned in to the clerk's office, and a final contract decision will be made by the Township Board.

I have a group of Girl Scouts who would like to plant trees on library property. I am not sure of the appropriate decision making process regarding this and have asked Kathleen/DDA and Mr. Zoner for input. Connie said one place to install the trees could be around the edge of parking lot as you come in the back of the library. It was the consensus of the Board for Connie to decide where to plant the trees.

Bid specifications went out for painting the exterior of the library. The bid proposals are due no later than April 10, 2013.

ChargePoint is a system where you can plug in your electric car. There are three ways to pay for the use of the ChargePoint: prepaid card, call an 800 number to run a debit

DIRECTOR'S REPORT (continued)

card or use a 3G/4G online service. Connie will research this further and report back to the Board.

Signs – Connie was advised to turn in all sign requests to the Sign Committee. She did not see her sign request on the Sign Committee's meeting agenda. She will ask Kathleen Jackson who she should contact regarding signs at the Road Commission for Oakland County. She will ask the Sign Committee again to review her request for the installation of international library signs at the library.

OLD BUSINESS

a. 2013 Budget and Community Tech Project

The request for one part-time Program Specialist was not approved by the Township Board.

b. Out of State Conferences

The Township Board approved the request of the Library Advisory Board for Connie Jo Ozinga and Marika Zemke to attend the American Library Association Annual Conference in Chicago from Friday June 28, 2013 through Tuesday, July 2, 2013.

Friends of the Library allocated \$1,000.00 to the library for travel/training use.

c. Friends of the Library

The Book Sale will be held in May 2013 and will coincide with the carnival.

They will hold their annual meeting on April 3, 2013.

Jason Pernick asked if there are plans to promote the library at the carnival. He suggested the use of an arrow sign with a phrase advertising the library.

d. Long Range Plan

The Board reviewed the revised version of the Request for Proposal for Long Range Planning.

Connie mentioned to the Board that Redford Township Library conducted a phone survey with the community. She mentioned that most people use cell phones instead of land lines. The survey could be difficult to accomplish because resident's cell phones are not listed.

OLD BUSINESS (continued)

The Township Library has \$25,000.00 in the budget for the Long Range Plan. There was discussion on what should be bid on: the survey, strategic planning or both of them.

The Board was in agreement that they should have more control when it comes to decisions relative to the library.

Connie will need a recommendation from the Board on the Long Range Plan Proposal for the June 2013 Township Board Meeting. (*Note: see Recommendations to Township Board of Trustees*)

Millage -

Connie - The Library Millage ends in 2016. The millage question has to be placed on 2014 ballot. It should be placed on the primary ballot in August 2014 and if it fails, it could be placed back on the November 2014 ballot. Supervisor Zoner said it was up to the Library Advisory Board to recommend the verbiage and when to place it on the ballot.

NEW BUSINESS

None

TOWNSHIP BOARD REMARKS

None

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Pernick, supported by LaFond, to recommend to the Township Board of Trustees the following statement: The Library Advisory Board is committed to developing a Long Range Plan as outlined in the Library Director's RFP.

MOTION CARRIED UNANIMOUSLY

OTHER MATTERS

None

*Charter Township of Commerce
Library Advisory Board Meeting
March 27, 2013
Page 5*

ADJOURNMENT

MOTION by Sternberg, supported by Lakner, to adjourn the meeting at 7:53 p.m.

MOTION CARRIED UNANIMOUSLY

The next meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, April 24, 2013.