

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, April 24, 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  
Barry Hiscox  
Shane Lakner  
David Law  
Judy Sternberg

**Absent:** Betsy LaFond

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

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Lakner, to approve the April 24, 2013 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Sternberg, supported by Lakner, to approve the March 27, 2013 Library Advisory Board Meeting Minutes, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Director Ozinga reviewed the financial report with the Board.

**DIRECTOR'S REPORT**

Director Ozinga reported on the following:

**Power Outage**

Power went out shortly after closing on Wednesday April 17th and remained out until about the same time on Friday night. Failure was due to lightning blowing out a fuse in the equipment at the top of the pole.

Township policy is to pay only full-time staff for time missed due to emergency closing. Director Ozinga feels that part-time employees should also be paid. David Law will advise the Township Board of Director Ozinga's concerns at the next Township Board Discussion Meeting.

**Closed May 1, 2013 for shelving install and window repairs**

The library will be closed for one day on Wednesday, May 1, 2013. Two big projects will be going on. The windows on the youth area window wall will be removed and reinstalled with new flashing. We hope this will take care of our last serious flooding problem.

Library Design Associates will be installing the new picture book shelving in Youth Services on the same day.

This is also a sorting day in preparation for the Friends' Book Sale, so the back door will be open.

There will also be a staff potluck at their first library staff meeting on April 25, 2013. Come join us.

**Zinio**

We have just begun offering this service through a TLN group purchase. Zinio is a magazine download service. The magazines you download stay in your Zinio library account. Go to our web page for a link and instruction. We think this is really cool.

**New map program** - This is a state wide program that will replace the museum pass program. The map program will become active late May 2013. Today was free senior citizens day at the Detroit zoo. There will be a list of museums on the library website.

### **DIRECTOR'S REPORT (continued)**

Director Ozinga spoke to representatives of the Lakes Area Rotary Club Rotary regarding the carnival on May 16 through May 19, 2013. She will ask the cleaning crew to clean the bathrooms on Sunday night, May 19, 2013.

### **OLD BUSINESS**

#### **a. Friends of the Library**

Pat Hillebrand –

- The book sale will be held on May 16 through May 18, 2013.
- They will not renew their contract with Mission Based Books to sell valuable books online. They hope to receive the rest of the books back from them. Mission Based Books paid the Friends of the Library approximately \$1,000.00 which brought their account current through the end of December 2012.
- This will be their 3<sup>rd</sup> year sponsoring the reading program for children and adults at the Concert at the Park. They purchased one hundred \$5 gift cards and an e-reader as give-a-way prizes. They are looking for volunteers if anyone is interested.

#### **b. Long Range Plan**

I had hoped to get this out last week but the power outage set my schedule back a few days. Once this packet goes out to you, this will be my next project. Director Ozinga is very interested to see the proposals submitted. The proposals are due by the Friday, May 17, 2013. She will present the top three proposals at the next Library Advisory Board Meeting.

#### **c. Bids for Exterior Painting**

We received three bids for exterior painting. Buildmaster Inc.: \$16,850, Tom Allegrina Builder: \$26,000 and Z Painting and Remodeling: \$13,745.25. The contract will be awarded by the Township Board at their May meeting.

#### **d. ChargePoint**

Included with your packet is the information, completed by Adult Services Librarian Dustin Brown, on electric car charging systems which Mr. Zoner asked us to look into. I spoke with the Library Director of Novi Public Library who told me she did not believe their system was ever used. Our impression is that return on investment will be zero (see report for details). An electric car charging system will cost \$7,000 to \$8,000, plus installation costs, annual licensing costs and the company will take a percentage of the revenue. It was the consensus of the Board not to pursue an electric car charging system.

**NEW BUSINESS**

Barb – holes in the parking lot need to be repaired. Pernick believes the potholes in the parking lot are a safety issue and should be a priority repair.

**TOWNSHIP BOARD REMARKS**

The Speedway gas station at Union Lake and Commerce Roads will be remodeled.

The DDA and Planning Commission attended the Township Board of Trustees Quarterly Meeting on April 23, 2013. One topic of discussion was the property in the DDA district. There are 2 bids that were received for the property. One was for a Single Family Residential use and the other was for Multiple Family use.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

**MOTION** by Lakner, supported by Law, to recommend to the Township Board of Trustees awarding the bid for exterior painting of the Township Library to the low bidder, Z Painting and Remodeling in the amount of \$13,745.25.

**MOTION CARRIED UNANIMOUSLY**

**MOTION** by Hiscox, supported by Lakner, to recommend to the Township Board of Trustees to repair the potholes in the parking lot at the Township Library.

**MOTION CARRIED UNANIMOUSLY**

**OTHER MATTERS**

Missy McDole was appointed as the new Deputy Clerk at Commerce Township

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Pernick, to adjourn the meeting at 7:48 p.m.

**MOTION CARRIED UNANIMOUSLY**

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The next meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, May 22, 2013.