

Review
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, December 11, 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
David Law
Judy Sternberg

Absent: Barry Hiscox

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by Lakner, to approve the December 11, 2013 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the October 23, 2013 and the November 13, 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:

The Township Board approved a request to purchase a document station for the library

I saw a "24 hour library" at the ALA that you can place anywhere. It holds approximately 200 hundred books, has internet use and you can utilize it to return books. It would be nice to have something like this placed in the West/Northwest quadrant of the Township.

The Community Survey shows residents would like to have access to more e-books. Library staff reconfigured a way to buy more copies.

a. Book Jacket Processing

We are going to start using processing services from Baker and Taylor to put Mylar jackets on all books with dust jackets. The cost is \$.85 per book. Orders will arrive with jackets already on them. This will save a lot of staff hours.

b. Story Time Changes

Youth services is revamping the structure of story time groups to emphasize development stages instead of actual ages. I am including with this report the handout that describes the different groups.

c. Indieflix

I have just purchased a subscription to a movie streaming service known as Indieflix. This offers independent films, film festival films, lots of documentaries and shorts, and a few old TV shows. We expect to have this up and running within the next few days. It does not include main stream or blockbuster films.

d. Teen intern grant application

We have applied to ALA for a \$1,000 grant that will fund a teenage intern for six weeks during the summer. The intern will assist with teen and youth programming.

Power outage

Power to the library building went out in the storm at 4 a.m. Monday November 18. It was restored on Friday November 22 at 5 p.m. On Tuesday we realized that there were

DIRECTOR'S REPORT (continued)

poles down in the field just east of us, and that the roundabout street lights were also out.

Garbutt feels that part time employees should be paid when they cannot work because of a power outage or other unforeseen emergency with the library.

The book return was emptied twice a day during the outage. Two part-time employees worked several hours Friday night to begin checking in those items. Many part timers and pages worked on Saturday to get caught up with the check-in and shelving. Chris and Ben were both here every morning. They called me at 7:30 with a daily update and I called the 3 managers to notify their staff and updated the staff blog and the Facebook page.

I particularly want to recognize Circulation Assistant Tina Rusette, who came in every afternoon to empty the book drop. Tina and Hannah Lesniak each came in for several hours on Friday night to begin checking in all the book drop books. Staff and pages worked on check in and shelving on Saturday and got it all caught up. Then on Monday we received 32 bins in the TLN delivery, another big chore, but completed in a timely fashion.

OLD BUSINESS

a. Friends of the Library

Director Ozinga -

There was a Friend of the Library Board Meeting this morning. They will hold a Book Sale in February 2014.

b. Long Range Plan

Director Ozinga -

I expect to have a "final" draft of the plan by the end of the month. This will be too late to present at the January Township Board Meeting, unless you want to have a special meeting before the Board packet goes out, which means January 2, 3, or 4th. Or we present it in February 2014. She recommends this be presented to the Township Board in February 2014.

OLD BUSINESS (continued)

c. Hiscox proposal Motion (tabled)

Garbutt spoke for Hiscox regarding creating a Working Group consisting of:

Barry Hiscox
Shane Lakner
Marika Zemke
Linda McLean
Ginger Nickloy
Vanessa Magner

Garbutt – The library should be a more “friendly” environment, such as library staff greeting patrons as they enter the library.

NEW BUSINESS

a. Download Destination (eBooks) agreement with TLN

The download destination eBook consortium managed by TLN has been run on a somewhat informal basis. They are asking us to sign a formal agreement. A copy is included, the name is Econtent Agreement.

MOTION by LaFond, supported by Law, to approve The Library Network Download Destination Participating Library Service Agreement subject to Township Attorney’s approval.

MOTION CARRIED UNANIMOUSLY

b. Internet filter settings

Currently our internet filter is set to block sex and nudity on all youth and teen computers. It is the consensus of the staff at every level that it is time to expand that filtering to cover the adult computers. I would like your opinion on this before we do it. Federal court decisions require that we remove the filter blocks on request.

Pernick – pertaining to adults – he feels there may be a problem with what constitutes pornography and we may want to get an expert’s opinion to see if there is a problem filtering sites and if it violates a person’s 1st amendment rights.

c. New MLibrary card program

In October the Library of Michigan announced that they would no longer support or manage the MICHICARD program. They did not consult the public library community

NEW BUSINESS (New MILibrary card program continued)

about this and there was quite an uproar. The coop directors got together and proposed a similar program, to be managed by the Suburban Library Cooperative in Macomb County. It is my recommendation that we take part in this program. Agreement document attached.

MOTION by Pernick, supported by LaFond, to approve The MILibraryCard Reciprocal Borrowing Agreement. **MOTION CARRIED UNANIMOUSLY**

d. Study room proposal

I wish I could remember whose brilliant idea this was. Remember my old office in what is now the computer lab? It occurred to us that we could turn it into a quiet study room. I asked Chuck Kummer to give me a cost estimate. We would move the door around the corner to make it accessible without going through the locked door into the computer lab and put a window between the office and the internet computer area. Total estimated cost is \$6,543 plus potentially additional electric work. I would like for you to recommend this project to the Township Board, for their January meeting.

Study room construction budget	
Drywall and Demolition	1890
Relocate door	200
Metal frame	380
Electrical	1450
Glazing	640
Carpet patch	180
Paint	850
Clean-up	<u>200</u>
Subtotal	5790
OH & P	753
Total	6543

TOWNSHIP BOARD REMARKS

Law reported on the following:

Document station – It would have been appropriate for the Library Advisory Board to be aware of the request to purchase a document station before it was presented to the Township Board.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

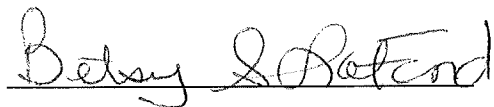
MOTION by Sternberg, supported by LaFond, to recommend to the Township Board approval to turn the computer lab room into a quiet study room. Estimated cost is \$6,543 plus additional electric work, if needed. **MOTION CARRIED UNANIMOUSLY**

OTHER MATTERS

None

ADJOURNMENT

MOTION by Sternberg, supported by Law, to adjourn the meeting at 8:07 p.m.
MOTION CARRIED UNANIMOUSLY



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