

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, March 28, 2012
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
Carol Keeler, Secretary
Betsy LaFond
Judy Sternberg

Absent: Ann Marie Kelley (excused)
Rick Sovel (excused)

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Keeler, supported by Sternberg, to approve the March 28, 2012 Library Board Agenda, as presented. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by LaFond, supported by Pernick, to approve the February 22, 2012 Library Advisory Board Meeting Minutes, as submitted. **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

There was no one present with comments.

CORRESPONDENCE

Pernick - Provide a method to allow people to choose books from a library established wish list to donate to the library.

Charter Township of Commerce

FINANCIAL REPORT

Director Ozinga reviewed the Revenue & Expenditure Report.

DIRECTOR'S REPORT

a. TLN PayPal Option

This is now up and running. You must log in through Commerce Library Information Catalog and must owe a minimum of \$5.00. You may use a credit or debit card without registering for an eBay account.

b. 2011 Financial Report

You have received end of year financial and circulation reports and with this should be receiving current year financial as well. Current year circulation to follow, when complete.

c. 2011 Usage Report

Review took place. As of this date, there are seven adult program services planned for 2012.

Director Ozinga also reported on the following:

- Lights on the library building and a library sign at Oakley Park and Pontiac Trail – Chuck Kummer should have a quote ready for the Township Board meeting in April 2012.
- Will obtain a quote for a furniture maintenance program (clean furniture) for the library.
- Emily Trousdale began work on March 26, 2012 as the new Youth Services Librarian.
- Adult Services Manager position and job description. I wish to take this to the Township Board for approval of description and begin the hiring process. Hire range to be same as established last year for Youth Services Manager, \$42,000 to \$45,000. With the new children's librarian and this position filled, we have a plan to have both service desks staff evening and weekend hours.
- Geek the Library. This program has been going on around the country and TLN has agreed to coordinate in this region. This program aims to build library awareness in the community. For more information, see <http://geekthelibrary.org>.

DIRECTOR'S REPORT (continued)

Keeler – observed that adults are occupying the teen area. Director Ozinga said she would ask the adults to move to another location in the event teens came in to use the space.

OLD BUSINESS

a. Meeting Room Policy

Version of the policy sent out earlier incorporates suggestions from last month's meeting. Persons 18 years and under must be supervised by an adult while using the meeting room.

Reviewed the Application for Meeting Room Use form.

b. Friends of the Library

Friends of the Library have purchased frames for the READ posters that we will be putting up in the hallway. They have also agreed to sponsor children and adult summer reading club expenses including programs and giveaways.

c. Janitor/Maintenance

Current year budget includes \$18,000 for contract cleaning and \$15,000 for Carl's position, for a total of available funds of \$33,000. With addition of back end vendor contract cost has increased to \$21,600. We continue to be very unhappy with vendor service. My recommendation is to hire a janitor/maintenance person at \$15.00 per hour (Carl's hourly rate) for 27 hours weekly over four or five days, and a second janitor only position at \$12.00 hour for up to 16 hours weekly. This would give us clean bathrooms 7 days a week and have someone here 7 days for snow blowing and other maintenance issues. Carl has been doing a good job of taking care of us even while retired.

NEW BUSINESS

None

TOWNSHIP BOARD REMARKS

None

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by LaFond, supported by Sternberg, to recommend to the Township Board approval of the Commerce Township Community Library Application form for meeting room use.
MOTION CARRIED UNANIMOUSLY

MOTION by Pernick, supported by Sternberg, to recommend to the Township Board approval of the Head of Adult Services job description for the Commerce Township Library and advertise the position for an annual salary rate of \$42,000 to \$45,000.
MOTION CARRIED UNANIMOUSLY

MOTION by Keeler, supported by LaFond, to recommend to the Township Board approval of the Janitor job description for the Commerce Township Library and advertise the position for an hourly salary rate of \$12.00 at 16 hours weekly and approval of the Janitor and Maintenance Specialist job description for the Commerce Township Library and advertise the position for an hourly salary rate of \$15.00 at 27 hours weekly.
MOTION CARRIED UNANIMOUSLY

OTHER MATTERS

Keeler – next year consider acknowledging March as “Reading Month”.

ADJOURNMENT

MOTION by Sternberg, supported by Keeler, to adjourn the meeting at 8:10 p.m.
MOTION CARRIED UNANIMOUSLY



Carol Keeler, Secretary

The next meeting of the Commerce Township Library Advisory Board will be Wednesday, April 25, 2012 at 7:00 p.m. at the Commerce Township Community Library.