

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, July 25, 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
Shane Lakner
Rick Sovel
Judy Sternberg

Also Present: Connie Jo Ozinga, Library Director
Pat Hillebrand, President of Friends of the Library

APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the July 25, 2012 Library Board Agenda, as presented. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the June 27, 2012 Library Advisory Board Meeting Minutes, with a correction to page 2, Old Business, a) 1ST paragraph: change "(?)" to "**MLA**" and change "**I am discussion**" to "**I am in discussion**". **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

Debra Kirkwood was present and announced she is running for Township Supervisor.

CORRESPONDENCE

None

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FINANCIAL REPORT

Director Ozinga reviewed the Revenue & Expenditure Report.

DIRECTOR'S REPORT

Director Ozinga –

Marika Zemka was promoted to Adult Services Manager. Additionally, she was appointed to the Great Group Reads Selection Committee.

Dustin Brown was employed as the Adult Services Librarian.

Diane Santis was terminated.

Leaks: On July 5, 2012 we came in to several leaks. The worst one was in the middle of the teen area, with water above the ceiling ruining several ceiling tiles. Spenser Roofing told us that the roof membrane had not been re-glued after the installation of the new HVAC unit. The back vestibule was also completely flooded and has been a second time since then. We have just ordered some \$800 worth of work for the doors there.

Community Tech: This is our in-house name for a project we have in the early planning stages. We started talking about how our nice computer training room could be used a lot more, which lead us to what do people want to do with computers that they may not be able to do with just their home computers. It led us to the idea of a Community Tech space where you could: Transform your old media into digital files: video, slides, photo albums; learn to use advanced software such as Photoshop, film editing and music editing. We are putting together numbers and hope to include them in budget planning. The plan includes one 27-hour week program specialist to provide training, supervision and assistance to users.

Keeler – Mentioned the idea holding programs directed towards the film industry and non-Windows based program.

MLA Conference: Conference is November 7-9, 2012 at the Dearborn Hyatt Regency. CTCL will pay for your registration if you wish to attend. The last day for pre-registration is August 4, 2012.

OLD BUSINESS

a. Unique Management, library collections

Director Ozinga – Found a Motion in the September 2008 Library Advisory Board Meeting minutes. The Motion was to receive and review, in detail, the information from Unique Management, including a sample letter that would be submitted to patrons for notifications purposes.

Director Ozinga suggests the Library Advisory Board make a recommendation to the Township Board to contract with Unique Management for collection services and long overdue fines.

b. Geek the Library

Director Ozinga -

- There are T-shirts available for those who did not get one.
- This was a big hit at the Concert in the Park.

c. Friends of the Library

Pat Hillibrand, President of Friends of the Library –

- Gave an update on Mission Based Books. Friends received \$3,369.91 in revenue.
- The fall book sale will be October 24-28, 2012.
- There are between 110 and 120 members of the Friends of the Library.
- They make approximately \$10,000.00 yearly from the sale of books.

d. Long range plan – tabled

This shall remain on the Table.

Policies –

Director Ozinga is working with Vanessa from the Clerks Department on the library policies. She will keep the Library Advisory Board updated on any new information.

Library Millages –

Sovel – We should review library millages in the near future.

NEW BUSINESS

None

Keeler – At what point will we see the fall schedule? Director Ozinga stated they are currently working on the fall schedule. Keeler would like to see Internet based classes taught at the library.

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TOWNSHIP BOARD REMARKS

Sovel – working on the water storage issue.

Kirkwood stated they also discussed paid on call firefighters negotiations.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Pernick, supported by LaFond, to recommend to the Township Board of Trustees to enter into a contract with Unique Management for collection services and overdue fines for the Commerce Township Library.

MOTION CARRIED UNANIMOUSLY

OTHER MATTERS

Garbutt – Headstones were cleaned at the Township cemetery.

Keeler – Does the Township Board have to approve the “Amnesty Day” with the food drive? Sovel stated the Library Advisory Board should make a recommendation to the Township Board because there is money involved.

Shane Lakner introduced himself and stated why he wants to serve his community by being on the Library Advisory Board. Additionally he stated that he is working towards a Business Management degree.

ADJOURNMENT

MOTION by Lakner, supported by Keeler, to adjourn the meeting at 7:58 p.m.

MOTION CARRIED UNANIMOUSLY



Carol Keeler, Secretary

The next meeting of the Commerce Township Library Advisory Board will be Wednesday, August 22, 2012 at 7:00 p.m. at the Commerce Township Community Library.