

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, December 12, 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  
Barry Hiscox  
Betsy LaFond  
Shane Lakner  
Rick Sovel  
Judy Sternberg

Absent: Connie Jo Ozinga, Library Director

**APPROVAL OF AGENDA**

**MOTION** by LaFond, supported by Sternberg, to approve the December 12, 2012 Library Board Agenda, as submitted. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Sternberg, supported by Lakner, to approve the October 24, 2012 Library Advisory Board Meeting Minutes with a correction to page 5 Township Board Remarks; change the second bullet to read: "***The present Commerce Township Library structure may be a temporary location for the library; therefore, no additional capital improvements funds will be spent on this structure.***"

**MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT**

Director Ozinga reviewed the Revenue & Expenditure Report.

**DIRECTOR'S REPORT**

Director Ozinga

It's official. Barry Hiscox has been appointed to the Library Advisory Board.

Rumor has it that at their December meeting the night before ours the Township Board will appoint David Law to replace Rick Sovel on the Library Advisory Board.

The Township Board approved the Library Bill of Rights policy and the Freedom to Read Policy at their November meeting.

Unique Management started working on our collections in mid-November and we saw an immediate effect in the number of long overdue books being returned in the book drop.

**2013 Budget**

The Township Board approved the 2013 Budget at their last meeting. They added 2% raises for all full time employees. However, at the same time they abolished all proposed new positions including the part time position we need to kick off the community tech project. I have been told that we can bring this proposal back to the board in the new year, and it is my recommendation that we do so. I have been told that this position was not the board's actual target in this decision.

Following is the description of the community tech project again:

This is our in house name for a project we are planning for 2013. We started talking about how our nice computer training room could be used a lot more, which led us to the question of what do people want to do with computers that they may not be able to with their home computers. That brought 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 and have access to advanced software such as photoshop, film editing, music editing.

**DIRECTOR'S REPORT (community tech project continued)**

- Burn photo files from SD cards to disk.
- Access a large scale scanner/plotter.
- Take classes in how to do these things and receive assistance doing them.

In the library budget for 2012, we have included \$20,000 for equipment and software and \$21,060 for one part time program specialist. We also project using up to \$20,000 of the capital expenditures line in the library building fund budget for additional furniture and chairs for the computer training room.

**OLD BUSINESS**

**a. 2013 Budget and Community Tech Project**

No action

**b. Unique Management, library collections**

No action

**c. Friends of the Library**

Pat – They received \$5,019.00 from the book sale held on December 11, 2012. In addition, \$196.00 was received by placing a donation jar at the leftover books.

They donated books to a hospitality house and Independence Village

**d. Long range plan – Tabled**

This shall remain on the Table.

**NEW BUSINESS**

**a. Appoint Secretary**

**MOTION** by Hiscox, supported by Pernick, to appoint Betsy LaFond as Secretary of the Library Advisory Board.

**MOTION CARRIED UNANIMOUSLY**

**TOWNSHIP BOARD REMARKS**

Barb – The Township Board of Trustees approved a new phone system for the library.

**TOWNSHIP BOARD REMARKS (continued)**

Sovel -

- Budget issues – Library Advisory Board members will receive a raise effective January 1, 2013.
- Explained briefly how the new phone system will work.
- Daniel Munro resigned as Township Clerk effective January 1, 2013. An advertisement will be in the Spinal Column and on the Township website advertising for the Township Clerk position.
- Sovel will serve on the Zoning Board of Appeals.
- The Township received word there will be another gas station constructed on Union Lake Road between Chase Bank and Burger King.
- The Kroger store on Union Lake Road is supposed to be remodeled. As of this date, the Township has not received official notice from Kroger.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

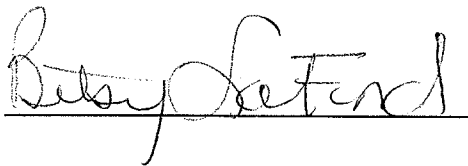
**OTHER MATTERS**

None

**ADJOURNMENT**

**MOTION** by Sternberg, supported by Lakner, to adjourn the meeting at 7:17 p.m.

**MOTION CARRIED UNANIMOUSLY**

  
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The next meeting of the Commerce Township Library Advisory Board will be Wednesday, January 23, 2012 at 7:00 p.m. at the Commerce Township Community Library.