

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, July 27, 2011
2869 N. Pontiac Trail
Commerce Township, Michigan 48390**

CALL TO ORDER: Barbara Garbutt, Chairperson, called the meeting to order at 7:02 p.m. at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Ann Marie Kelley
Betsy LaFond
Rick Sovel
Judy Sternberg

Also Present: Connie Jo Ozinga, Library Director

Absent: None

APPROVAL OF AGENDA

MOTION by Sternberg, supported by LaFond, to approve the Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the April 27, 2011 and June 22, 2011, Library Advisory Board Meeting Minutes, as submitted. **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Library Board reviewed the current financial report.

DIRECTOR'S REPORT

Connie Jo Ozinga reported the following:

MINUTES

The clerk's office has found us a new recording secretary. Missy McDole will handle this beginning at the July meeting. Also note that both the April and June minutes need to be approved.

PLA CONFERENCE

The bi-annual PLA Conference will be held in Philadelphia in March 2012. I would like your approval to seek permission from the township board for Ben and I to attend. Officially the township does not like out of state travel. If you want us to know what's going on with new technology and library programs this is the conference to go to.

I estimate total costs for 2 persons to be around \$4,400. About half of that is the cost for two hotel rooms. The Friends will cover registration and possibly some other expenses. The balance could be covered by library budget or the library's TLN fund.

SUMMER READING CLUB

Signup totals: 399 kids, 51 teens, 103 adults signed up for Summer Reading Clubs. As I write this I can hear the happy sounds of Doug Scheer's Circus World wafting from the program room.

BUILDING UPGRADE

I have a very nice plan from Chuck Kummer and will have the drawing for you to look at. It includes an expanded Teen area, a meeting room with the bar removed, and access from front to rear without going through staff areas. It also moves all of the work areas to the pro shop.

Total working estimate at this time is \$253,370. This includes construction for the back end as well as the front program room, one new HVAC unit, furniture cost for meeting room, offices and expanded teen area, and a projection system in the meeting room.

The next step would be for the board to refer this to the township board for consideration.

RECONFIGURATION

The reconfiguration is tentatively scheduled for Tuesday August 23, and there is no question that we need to be closed for that day. In addition to all the furniture and material moving there will be major electrical work going on as well. All three desks being moved are hard wired to wire whips in the floor. They need to be

disconnected by an electrician and all 3 wire whip locations need to be worked on. One will be converted to outlet boxes in the floor, one will be hooked up to provide power to the two service desks and one will be shut off and the hole closed.

Director's Report Continued...

ORGANIZATIONAL CHART

After discussion with the staff members involved it is my recommendation that we move the position of Teen Librarian, Elizabeth Norton, into the Youth Services Department. Instead of reporting to me she would report to Abby Daniels. Elizabeth is a good employee, but she came to us with very little experience. She needs mentoring, and especially needs support with program planning and promotion. Over the last several weeks Abby has already begun working with her on this and it has definitely had a positive impact on participation in teen summer programs.

NEEDS ASSESSMENT/PROGRAM STUDY

I am working on an RFP for this and have just a rough draft at this point. Following up on last month's report which said: The township board did not follow through on this idea, but I would like to look into it. We could bring in a consultant to lead us through a long range plan / needs assessment process.

PUBLIC LIBRARY TRUSTEE ASSOCIATION OF OAKLAND COUNTY

I have membership forms for each of you to complete. CTCL will pay your \$5.00 dues.

THOUGHTS ABOUT 2012 BUDGET

We've talked before about the fact that our staff has not had pay increases in several years. I have several things related to personnel on my "some day" list. Priority number one is another adult services librarian. I would like to consider this proposed position to be that of "Adult Services Manager." I also would like to include funds for a summer internship to assist Youth Services with Summer Reading programs. I would like to return the furniture line to the budget – somehow it disappeared between 2010 and 2011. I will also note that we have chosen not to renew database subscriptions in the amount of about \$19,000. Current subscription costs, including downloadable audio and ebooks and music is \$72,000. This budget line is currently \$90,000. The MEL databases are changing on 11/1/11, and there is at least one going off MEL that we will add through the MCLS state consortium. I expect to spend the remaining available funds on ebook products. If we choose to increase this line item it would be allocated for ebooks.

The Advisory Board discussed the attendance of Connie Jo Ozinga and Ben Sebrowski at the PLA conference in Philadelphia in March of 2012.

Director Connie Jo Ozinga stated the Friends of the Library may pay for some expenses for the conference.

MOTION by LaFond, supported by Kelley, to recommend to the Township Board of Trustees, the approval of Library Director Connie Jo Ozinga and Ben Sebrowski to attend the PLA Conference in Philadelphia in March 2012 and approve early registration fees up to \$700.00.

MOTION CARRIED UNANIMOUSLY

MOTION by Lafond, supported by Kelley, to recommend to the Township Board of Trustees, the approval for lodging and meals for the PLA Conference in Philadelphia in March 2012 to come out of the 2012 budget.

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS

a. Friends of the Library

The Friends made over \$600 dollars in book sales.

Director Ozinga stated the Friends are planting flowers around the library.

b. Library repairs and configuration

Director Ozinga stated there is a tentative date scheduled for closure for electrical work to be done on August 23, 2011.

MOTION by Keeler, supported by LaFond, to approve the library closure for one day the week of August 22, 2011 for electrical work to be completed.

MOTION CARRIED UNANIMOUSLY

Director Ozinga presented a rough budget and floor plan for the remodeling project. The Advisory Board discussed the budget and reviewed the proposed floor plan for the project.

MOTION by Keeler, supported by Kelley, to recommend to the Township Board of Trustees, the acceptance of the floor plan presented and a budget not to exceed \$254,000.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

a. October board meeting date change for MLA Conference

b. Organizational Chart

Director Ozinga recommended the move of Elizabeth Norton to Youth Services Department and report to Abby Daniels. Both employees support this change.

MOTION by Keeler, supported by LaFond, to approve the recommendation from Director Ozinga to move Elizabeth Norton to Youth Services Department and report to Abby Daniels.

MOTION CARRIED UNANIMOUSLY

c. Long Range Planning Process

Director Ozinga explained an RFP she's been working on for Long Range Planning. She is asking for approval to seek assistance from the Township Board in creating the RFP and the involvement of the Township Clerk to finalize it.

MOTION by Pernick, supported by Keeler, to approve Director Ozinga to initiate discussion with the Township Board to explore feasibility for proposal for a Long Range Planning tool.

MOTION CARRIED UNANIMOUSLY

d. Public Library Trustee Association of Oakland County

The Advisory Board received and completed the renewal form.

e. Thoughts about 2012 Budget

The Advisory Board discussed the 2012 budget.

TOWNSHIP BOARD REMARKS

There were no remarks.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

Copied from the Director's Report:

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MOTION CARRIED UNANIMOUSLY

Copied from Old Business:

MOTION by Keeler, supported by Kelley, to recommend to the Township Board of Trustees, the acceptance of the floor plan presented and a budget not to exceed \$254,000.

MOTION CARRIED UNANIMOUSLY

OTHER MATTERS

Barbara Garbutt suggested moving the bike rack to another location.

Betsy LaFond noted that the September meeting begins the Jewish holiday Rosh Hashanah and suggested moving the meeting date to accommodate.

MOTION by LaFond, supported by Kelley, to move the September meeting from the 28th to Monday, September 26, 2011.

MOTION CARRIED UNANIMOUSLY

Ann Marie Kelley stated she will not be at the August 24, 2011 meeting.

ADJOURNMENT

MOTION by Sovel, supported by Pernick, to adjourn the meeting at 8:24 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, August 24, 2011 at 7:00 p.m. at the Commerce Township Community Library.