

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, March 23, 2016  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

**CALL TO ORDER:** Barbara Chairperson 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  
Shane Lakner  
Betsy LaFond  
Judy Sternberg  
Thomas Zoner

**Also Present:** Connie Jo Ozinga, Library Director

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Lakner, to approve the March 23, 2016 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by Lakner, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of January 27, 2016, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

### **FINANCIAL REPORT**

Library Director Ozinga reviewed the Revenue and Expenditure Report for the period ending 2-29-2016.

### **DIRECTOR'S REPORT**

Library Director Ozinga -

New copiers have been installed. Copiers are also networked to staff computer network. These are leased.

Adult services is revising the technology assistance program. I am including the new brochure for what we are now calling "Book a Librarian".

### **NEW BUSINESS**

Library Director Ozinga discussed the library logo, which is wetlands oriented, with Board members. We should think about changing the logo when we move to the new library. She reviewed the township minutes and the Township Board of Trustees did not take any action on the library logo, so she thinks we will be OK with changing it. Chairperson Garbutt would like to see books included in the logo. Supervisor Zoner said that Rick Sovel made a comment that he did not think the library should have a logo different from the township. Vice Chairperson Pernick stated there may be a cost savings if we went with the township logo because there is already a design made for it. Supervisor Zoner said wetlands could be tied into the library logo because the attraction of wetlands and open space in Commerce Township go along with the attraction of the new library. We have time to submit ideas for a logo since there is no time limit. Library Director Ozinga advised the Board that we are required to use the township logo on township signs.

In other areas Library Director Ozinga would like to find a local graphics/advertising person to do some brochure etc. design and layout.

Library Director Ozinga advised the Board that Cheryl Savage told her The Lakes Area Rotary Club may consider some type of activity for the Commerce in the Park event since they are not holding a carnival this year.

Library Director Ozinga asked Supervisor Zoner if Congressman Dave Trott will be getting a new flag for the township's flagpole. Supervisor Zoner said we may be able to get a flag from Lansing, the United States Capital in Washington D.C. or Congressman Dave Trott.

## **OLD BUSINESS**

### **A. 2016 Millage Election (.7, August, 6 years)**

The Township Board has set the Library millage renewal for the August ballot. Six years at the current Headlee Amendment rate, slightly reduced from .7. Supervisor Zoner recommended an 8 year renewal to the Township Board. Discussion ensued on the Township Board's reasoning for a 6 year renewal.

Supervisor Zoner said the contractor for the new library, Chuck Kummer, watches the budget and construction of the library very diligently. Because of bids received, contingencies go up and down and will continue to do so until actual costs come in.

### **B. New Library**

Pat Hillebrand, Friends of the Library has formed a campaign committee named "Yes 4 Commerce Library". They would like to have flyers printed promoting awareness of the new library. It was discussed that Commerce in the Park event would be a good place to pass out the flyers. They may also place signs around the township promoting awareness. The Yes 4 Commerce Library committee is accepting donations toward the cost of materials. They need to keep the cost under \$1,000.00. Friends of the Library will make up the difference, if needed, from donations they receive.

Library Director Ozinga reminded the Board the law is very limited on what employees of the township can do to promote the bond issue during working hours.

Library Director Ozinga received a price of \$577,319.00 for furniture, shelving and moving costs for the new library. The library has approximately 80,000 books and DVD's. The library has 59 computers that need to be moved. If allocated funds in the library budget are expended, there will be an end balance of \$931,457.12. Subtracting \$577,319.00 will not leave much left for operating costs if the library millage does not pass. It may take up to 60 days for the move to be completed. She anticipates this to happen in March or April 2017.

Library Director Ozinga discussed items that will be moved to the new library and items that will be sold. She discussed the type of materials that will be used in the new library e.g. countertops, etc.

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## **TOWNSHIP BOARD REMARKS**

Supervisor Zoner stated an Educational Meeting was held yesterday. They listened to a 45 minutes presentation on the DDA and what it means to the township. The township has experienced a change in employees in the last year. The township is short of staff.

**TOWNSHIP BOARD REMARKS (continued)**

Vanessa Magner resigned as Township Clerk. The Township Board approved Melissa Creech as the Township Clerk. An employee from the Clerk's Department will be the Deputy Clerk.

Randall Thomas, Agent/Broker Insite Commercial was approached by an interested party to possibly purchase the library parcel at 2869 N. Pontiac Trail.

Supervisor Zoner advised the Board of developments that will be constructed in the township.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

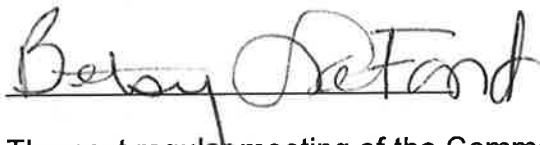
None

**OTHER MATTERS**

None

**ADJOURNMENT**

**MOTION** by Stenberg, supported by Lakner, to adjourn the meeting at 8:17 p.m.  
**MOTION CARRIED UNANIMOUSLY**



The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday April 27, 2016.