

**FINAL
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, December 7, 2016
180 E. Commerce Road
Commerce Township, Michigan 48382**

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:04pm at the new Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
Shane Lakner
Judy Sternberg
David Scott, Township Supervisor
Barry Hiscox

Absent: None

Also Present: Connie Jo Ozinga, Library Director
Chuck Kummer, President, Kummer Construction

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Sternberg, to approve the December 7, 2016 Library Board Agenda, with the addition of Food & Beverage Policy Discussion.

MOTION CARRIED UNANIMOUSLY

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of October 19, 2016 as presented.

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT:

Library Director Ozinga stated that the report was not received as the meeting was held earlier than usual.

ITEM 6: DIRECTOR'S REPORT

Library Director Ozinga gave an overview of the report. She discussed the Library Opening and Grand Opening. The soft opening is planned for January 17, 2017. She has two offers to arrange a ribbon cutting. She has ordered 300 goodies to give away on opening morning, which are rubber duckies wearing construction clothes that say, "Build it Better at Your Library". This is the National Cooperative Summer Reading Club theme. Cookies will be served.

A spring celebration is also planned with indoor and outdoor events. The Rotary Club has expressed interest in being involved in this program.

Some programming was canceled due to the move. They will be rescheduled, including Princesses in Costumes.

The last story time will be held on the 15th at the old Library, entitled Thank You Storytime, to say thank you and goodbye to the old building. The kids will make snowflakes that will be part of the banner hanging in the opening to the kids room in the new Library.

ITEM 7: OLD BUSINESS

The move is progressing. Director Ozinga discussed details of packing, efforts by staff to analyze the collection, and efforts to keep all materials indexed by the movers, moving and constructing shelving and cabinets, and the timeline for the move.

Chairperson Garbutt gave new Library information to the schools. Director Ozinga discussed the Q&A Flyer in the packet. She addressed impacts on the shared catalog, the Library Network, holds and deferred fines. Online renewals will not be allowed during the time that the Commerce Township Library is in limbo and unavailable in the shared catalog. Library cardholders can still use their card anywhere in the network, but there will be no deliveries during the move either between December 15th and January 17th. Ms. Sternberg inquired about phone services. Director Ozinga replied that the phone will be on and she will be checking messages in the transition, however she won't necessarily be answering calls. Ms. LaFond suggested that a special informative recording be placed on the voicemail.

Mr. Pernick discussed the new library book return doors with Mr. Kummer. They need securing. Mr. Kummer discussed remaining construction related items scheduled over the next week, along with the timeline for book sorters and assembly of shelving. He discussed recent visitors to the new location; he took them on tours. He also addressed wireless services, programming of lights, training for locks, the master key system, the book sorter, and the HVAC system. Some of the training will be videotaped as it's a good resource to have.

Director Ozinga discussed furnishings, Google Map listings for the two Libraries, cleaning specifications and selecting a cleaning company for the new location. Chairperson Garbutt stressed that the lobby needs extra cleaning during the sloppy weather season. Supervisor Scott discussed the cleaning services and timing of such at the Township Hall.

Mr. Kummer discussed outdoor lighting specifications with Director Ozinga.

Supervisor Scott initiated conversation regarding the Clark family and their intentions to create a playground with handicap accessibility integration. He, Ms. England and Mr. Kummer are working with them to establish their footprint in Dodge Park around the Library. Supervisor Scott discussed the ideal situation to connect the sidewalk and

bridge here, and potentially have a linear park that utilizes the surrounding space. Ms. Clark's main concern is with Commerce Township adopting this park and maintaining it.

ITEM 8: NEW BUSINESS

a. Food & Beverage Policy Discussion

Director Ozinga discussed the current policy and suggested changes. It's not possible to enforce a no-drink policy. Instead, all cups must have a lid. No open cans are permitted. She also discussed the vending area, the new laptop bar, furnishings in the lounge, and a new Keurig vending machine, along with an Absopure jug refill station that is free of charge. She will be drafting the new policy for review at another meeting in the near future. The Board members were in agreement with requiring lids.

b. 2017 Board meeting dates

The meeting date schedule was included in the packet.

c. 2017 Holiday closings

The holiday closing schedule was provided in the packet.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott provided the Board with an update. He stated that the Township is extremely busy. He discussed winning the primary and the election, interactions with former Supervisor Zoner, meetings with staff, policies, and putting in 18-hour days to get organized in his new office.

Other items he addressed were:

- Tax season is going well.
- New Library flyers on the counters at the Township Departments and residents are eager about the opening.
- Residents also inquire about the old Library building and what will become of it. The building will be sold and most likely demolished as part of the DDA developments.
- There is a pretty extensive list provided by Connie of items that won't be moved from the old Library. Those will be properly disposed of in accordance with policy and if any were purchased with grants, those requirements will be reviewed also. Upon sale of these items which are Library property, funds will come back to the Library.

Director Ozinga stated that there is an option of giving things to the Friends of Library. They use their funds to pay for the summer programs.

Supervisor Scott continued:

- I've met with Mark Stacey, DDA Director, regarding the old Library building and updates in the DDA area.
 - The DDA had a presentation at their last meeting from one of the largest commercial developers. He and our realtor, Randy Thomas, recently visited the ICSC in New York. They pitched their conceptual development and received positive feedback.

- That project in the DDA will have a domino effect upon the phases of development in the area. The outdoor mall theme will truly be one of the best lifestyle shopping centers around.
- The DDA senior living facility is also progressing. They have gone vertical with the large building which will provide independent living, assisted living, and memory care on the 3rd floor.
- The housing activity will keep the 6 miles of walking trails and the shopping center very busy.
- The DDA has taken an area where the property was worth nothing, and they've turned it into something that will be an income-generating place after the bonds are paid off.
- For the new Library Grand Opening, consider reaching out to Walled Lake Consolidated to come in and do a TV show with a walk-through of the Library.
- The new playground proposed at Dodge Park could later include another phase that would provide a water park with fountains, sprinklers, et cetera. The Clark family continues to generate financial support at their fundraising events.
- Lt. Servis, OCSD, has been providing extra patrols of the new Library facility during the transition.
- Byers Farm historical matters were addressed.
- The Clerk's Department has been involved in the election recount.
- I recently discovered that the Township Hall is lacking smoke detectors. Although the ductwork is covered, there are no detectors in the basement storage area. This will be corrected.
- Gas station proposals and liquor retailers have been a topic of discussion for Planning and Township Board, and will continue to be. The Overlay Districts and Master Plan impact rezoning proposals, along with other factors.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

Chairperson Garbutt stated that there were no recommendations at this time for the Trustees.

ITEM 11: OTHER MATTERS

Chairperson Garbutt wished everyone Happy Holidays and a Merry Christmas.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Sternberg, to adjourn the meeting at 8:04pm.

MOTION CARRIED UNANIMOUSLY


Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, January 25, 2017.