

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
February 27, 2019
180 E. Commerce Road
Commerce Township, Michigan 48382**

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:00 pm at the Commerce Township Library.

ROLL CALL:

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

Absent: Barry Hiscox

Also Present: Connie Ozinga, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Sternberg, supported by Scott, to approve the February 27, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Lakner, to approve the Library Advisory Board Meeting Minutes of January 23, 2019, with a correction to page 4, Item 8 NEW BUSINESS, Motion - change "36" wide x 10" dep" to "36" wide x 10" deep" and on page 5, Item 9 TOWNSHIP BOARD REMARKS, 3rd bullet - change "outs" to "out". **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Connie Ozinga, Library Director, submitted the January 2019 Statistics.

ITEM 6: LIBRARY DIRECTOR'S REPORT

a. Jeanne Robinson Memorial

Jeanne Robinson Memorial donated \$150.00 to the Commerce Township Library.

ITEM 7: OLD BUSINESS

a. Chairs

MOTION by Pernick, supported by Lakner, to remove Purchase of Chairs from the Table. **MOTION CARRIED UNANIMOUSLY**

Connie Ozinga, Library Director, would like approval to purchase 12 chairs for the library at a cost of \$459.00 each.

MOTION by Pernick, supported by Lakner to recommend to the Township Board of Trustees approval to purchase 12 metal Jill chairs at a cost of \$459.00 each for the library. **MOTION CARRIED UNANIMOUSLY**

- b. Teen Shelving Purchase**
- c. Adult Shelving Inserts Purchase**
- d. Tables for Youth Purchase**

The Township Board of Trustees approved the purchase of the above shelving and tables. Delivery will be in 6-10 weeks.

ITEM 8: NEW BUSINESS

a. In Service Day March 6

Connie Ozinga, Library Director, said the following will take place at the Library's In Service Day:

- Oakland County Sheriff's Department will train library staff on steps to take during an active shooter situation.
- The Fire Department will train library staff on the AED machine.
- An employee from each department of the library will discuss topics as follows:
 1. Ben Sebrowski, Technology Director, will talk about how to communicate with TLN on internet issues when internet service is down.
 2. Marika Zemke, Adult Services Manager, will talk about authors/writers of novels.

ITEM 8: NEW BUSINESS (In Service Day March 6 continued)

3. Bill Wines, Circulation Services Manager, will discuss different types of library cards.
4. Dustin Brown, Adult Services Librarian, will talk about the software package that assists in searching for available books.
5. Trista Reno, Youth and Teen Services Manager, will discuss the new program "1000 Books Before Kindergarten".
6. Connie Ozinga, Library Director, will answer questions of the library staff.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott –

- He attended the Michigan Townships Association conference in Lansing, Michigan with Governor Gretchen Whitmer attending.
- We need to do a FOA request of the Oakland County Health Department for a map of failing septic tanks in the Township.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Connie Ozinga, Library Director, said between the years 2000 and 2010, the Township's population increased by 10,000. Supervisor Scott feels the population will increase to 40,000 - 45,000. We need to get an accurate account of residents in our community.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Scott, to adjourn the meeting at 7:20 pm.

MOTION CARRIED ANIMOUSLY

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Betsy LaFord, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, March 27, 2019.