

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
October 23, 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
Shane Lakner
David Scott, Township Supervisor
Barry Hiscox

Absent: Judy Sternberg (excused)

Also Present: Bill Wines, Interim Library Director,
Director of Circulation

A student from Lakeland High School was in attendance to observe the meeting.

ITEM 1: APPROVAL OF AGENDA

MOTION by Hiscox, supported by LaFond, to approve the October 23, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by Lakner, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of September 25, 2019, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Bill Wines, Interim Library Director, reviewed the Revenue and Expenditure Report for period ending 9/30/2019. So far this year 56.43% of the budget was paid out.

ITEM 6: ADMINISTRATIVE REPORTS

The following reports were submitted by Bill Wines for the Board's review.

- a. September 2019 statistics** summary for September 2019
- b. Adult Service Program** summary for September 2019.
- c. Youth Services Program** summary for September 2019
- d. Interim Director's Report**

The Friends of the Library Fall book Sale cleared over \$7,300.

The Friends of the Library purchased two new AWE Early Literacy stations for the Youth Department.

Starting next summer, The Library Network's (TLN) shared automation system will begin implementing automatic renewals of checked-out items that have reached their due dates and do not have holds attached to them. The maximum number of renewals will remain in place. For most items in our library, the maximum number is two.

With the holidays approaching, Hospitality House will be placing a box in the lobby area for donations of gifts, beginning around November 1, 2019.

The Walled Lake Consolidated School District will once again host its Spring Art Show at the Library. The first organizational meeting will be held at the Library on December 5, 2019.

The Michigan Library Association annual conference was held in Novi, Michigan on October 16-18, 2019. Most of the library staff attended at least one day. Reports by library staff who attended the workshops at the conference are attached for your review.

The keynote speaker, Stephen Robbins, Communications Professor, presented a very entertaining and powerful opening on diversity and division.

ITEM 7: OLD BUSINESS

a. Library Director Search

Supervisor Scott said there are not many people applying for the Librarian position. There are quite a few districts that are also looking for a Librarian which is most likely the reason we are not receiving many applications.

ITEM 8: NEW BUSINESS

None

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- The Township will use G2G Marketplace that was developed by Oakland County to offer solutions from government partners and approved vendors to government agencies through an online store experience. This will provide

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- governments with an easy way to research, purchase and implement technology solutions and professional services. Oakland County will handle all aspects of the program while the township generates revenue from the program. Township staff will go through a free training program on over the counter and online credit card processing.
- The circulation counter has been moved out further from where it was. This will allow employees to better observe patrons in the library. There still needs to be some work done to the counter before it is complete.
- Senior/disabled transportation –There are 15 people that use transportation service on a weekly basis. There are 261 riders signed up and an additional 51 people registered, who have not used the service yet. We will use Peoples Express, a non-profit organization at a cost of \$87,000 per year. The transportation service will be for 5 days a week, 8 hrs. Per day beginning December 1, 2019. The boundaries are: west to Milford Rd., north to M59, south to 12 mile Rd. and east to Drake Road.
- 2020 Census Bureau Year. This will be a paperless census. Oakland County will mail a card to every resident in the county explaining the process. Each resident is counted for \$1,800 in revenue so it is imperative a complete count is done. We need to find ways to inform residents of the importance of the census. There will be literature and displays in Township Buildings.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt –

- There is no working handicap button to automatically open the right door as you leave the building.
- It is very dark and hard to see at the end of the driveway. Supervisor Scott will work on getting this fixed.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Pernick, to adjourn the meeting at 7:43pm.

MOTION CARRIED UNANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, December 4, 2019.