

**Final
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
February 28, 2018
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
Judy Sternberg

Absent: Barry Hiscox (excused)

Also Present: Connie Ozinga, Library Director

Students from Lakeland High School arrived at 7:38 pm.

ITEM 1: APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the February 28, 2018 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of January 23, 2018, with a correction to page 2, Item 7 Old Business, a. remove the word "the" from the third sentence in the second paragraph.

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

Director Ozinga received a voicemail from a resident who was concerned about the library supporting the "X" book that was chosen by the Michigan Humanities Council. Director Ozinga said the book is a fictionalized account of the early years of Malcolm X. A statewide panel of teachers, librarians, community leaders and book lovers select the Great Michigan Read every two years. The 2017-18 Great Michigan Read title is X.

ITEM 5: FINANCIAL REPORT

Director Ozinga submitted the January 2018 Statistics Report.

ITEM 6: DIRECTOR'S REPORT

a. Lakes Area Chamber First Friday Coffee Connect, March 2, here

The library will be hosting the Lakes Area Chamber Coffee Connect on March 2, 2018 from 8:30 a.m. to 9:30 a.m. You are invited to attend. Catering will be paid for by the Friends of the Library.

We are in the process of changing over the circulation catalog.

We finalized the active shooter training schedule.

Shelving: The Township Board approved the purchase of the additional CD bins. When I called to order them, I was informed that MJ shelving had just announced they were going out of business in April, 2018. Our order is in process. This is going to be a problem for future shelving purchases. Library Design tells me there is one shelving vendor whose shelves should fit on our MJ uprights.

Study Room Meeting Room discussion led to discussion of study room rules. The Township Board of Trustees has asked that we establish a limit of two hours use per person, and that we sell dry erase markers in lieu of placing them by the white boards. It was the consensus of the LAB to charge \$.50 for the purchase of markers. Supervisor Scott said we may want to look into using a vending machine to supply markers.

Group Study Room Rules: Pernick recommends the following changes:

- #5. - Remove "an extended period of time" and replace with "15 minutes" from the first sentence.
- #6 - Remove "to other users".

National Library Week will be celebrated in April 2018. There will be activities for the children.

ITEM 7: OLD BUSINESS

a. Meeting Room Policy

FYI - The following is copied from the Township Board of Trustees Meeting minutes:

E. Meeting Room Policy Revisions - Library: Connie Jo Ozinga, Library Director, is requesting approval of the Meeting Room Policy Revisions for the library. She stated there were 38 Homeowners Association Meetings held at the library in 2017 at no charge. Trustee Berkheiser asked why we do not have a rental fee like we do at the Richardson Community Center. Discussion took place on rental fees and tutors using the library for free but charging the students a fee. We should place a 2 hour limit for someone to use the little glass rooms like we do for use of the computers. The Library Advisory Board (LAB) should draft a policy regarding rental fees, behavior and code of conduct policy/guidelines and bring it back to the Township Board for review.

MOTION by Berkheiser, supported by Magner, to approve the Meeting Room Policy Revisions for the library with the exception of not allowing any business to conduct free business or training at the library until the LAB comes back to the Township Board with a policy addressing this issue. ***MOTION CARRIED UNANIMOUSLY***

Meeting room policy revisions: The Township Board approved the policy revisions, EXCEPT they have asked us to work with the Richardson Center and their policy so that we each have a policy that provides the availability of rooms to businesses for a charge and that the charge be the same for both places.

Parks and Recreation Committee decided to set the fee for \$50.00 per hour for the Richardson Center room but their room is twice as big as the room at the library. Director Ozinga recommends setting the rental rate at \$30 an hour for the library room. The LAB was in agreement with the rental rate costs recommended by Director Ozinga.

b. Circulation Desk, Swinging Gate Quote

MOTION by Lakner, supported by Scott, to remove purchase of a swinging gate for the end of the circulation desk from the Table. **MOTION CARRIED UNANIMOUSLY**

LaFond - Instead of purchasing an expensive swinging gate, can we use ropes like they do at the movie theatres and put a hook on each end? Supervisor Scott suggested we may be able to use some type of board that will block the computer screen.

ITEM 8: NEW BUSINESS

None

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- All the surveillance cameras at the library building have been completed. We now have a 360 degree view of all areas of the building. The drop box will look at the license plates of vehicles. There will be approximately 30 days of stored memory. The same type of surveillance system has been placed at the Township Hall and the Richardson Center.
- You can view miairlinetrail.com to see the progression of the M5 Bridge. John Hensler, Trail Manager, will take videos and pictures and place them on the website. The bridge is scheduled to be complete by August 15, 2018.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Lakner asked if the heating problems were taken care of. Director Ozinga answered yes, the heating system appears to be working fine.

Supervisor Scott said the Richardson Center is expected to re-open on April 1, 2018.

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by Sternberg, to adjourn the meeting at 7:50pm.

MOTION CARRIED ANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, March 28, 2018.