

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
April 25, 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  
Judy Sternberg

**Absent:** David Scott, Township Supervisor  
Barry Hiscox

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

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Lakner, to approve the April 25, 2018 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**ITEM 2: APPROVAL OF MINUTES**

**MOTION** by Lakner, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of March 28, 2018, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

None

**ITEM 5: FINANCIAL REPORT**

Connie Ozinga, Library Director, submitted the March 2018 Statistics and Comparison Reports and reviewed the Financial Report with the Board.

**ITEM 6: LIBRARY DIRECTOR'S REPORT**

Connie Ozinga, Library Director, reported on the following:

The Summer Reading Club prize order has arrived.

Training started this week for the new online system (check out, catalog, ordering, tracking materials and the budget). Bill Wines is the head trainer and will attend 5 training classes so he can bring back the information to train library employees. This will be up and running after Memorial weekend.

The book sale generated \$7,438.00. Included in that figure was \$111.00 that was placed in the donation container.

**a. Cherie Edmonds, Adult Services Librarian, on Historical Collection**

Cherie Edmonds, Adult Services Librarian, is coordinating the establishment of our Historical Collection and gave a brief presentation. She has proposed, for the Board's approval, a Deed of Gift Policy to apply to donations of historical material. Current donations on hand will be digitized by the library and originals returned to the donor.

Ms. Edmonds shared her goals with the Board. She has some books on geology, cemetery records, and Michigan and Commerce history. She would like to expand the collection to primarily focus on what makes Commerce unique. She contacted a number of people and organizations to express her interest and collect materials for her use. She said digitizing is expensive, therefore we need to have an established investment of materials before we move forward on digitizing materials.

Chairperson Garbutt asked if older materials that are not in good shape will be loaned out to the public. Ms. Edmonds said they would not loan them out, however people will have access to them at the library which will ensure protection of the materials.

Ms. Edmonds said the local history collection is a library within a library so it needs to have its own set of policies and mission statement. She would like to have a policy in place before accepting donated items.

Deed of Gift – Pernick asked where the form came from. Ms. Edmonds answered she took the wording from several other deeds and combined them into one. Pernick recommends the Township Attorney review the deed because it is a legal document.

**b. PLA Report**

Trista Reno and Dustin Brown have submitted reports on their recent attendance at the PLA Conference. Copies are attached for your information.

**ITEM 6: LIBRARY DIRECTOR'S REPORT (continued)**

**c. Glass Cleaning**

Library Director Ozinga is working on bid specifications for inside and outside glass cleaning of the building. She will ask that ladders over 8' tall not to be used inside the building.

Pernick asked Director Ozinga if she is satisfied with the services of the cleaning company. Library Director Ozinga said she is pleased with the improvement.

Library Director Ozinga said they will be adding something underneath the mulch to help stop weeds from growing and place another section of pea gravel around the children's patio. She said the library pond has turned into a wonderful "living" pond.

**ITEM 7: OLD BUSINESS**

**a. Meeting Room Policy Guidelines for Paid Business Use.**

Connie Ozinga, Library Director, is working on the guidelines for the policy.

**ITEM 8: NEW BUSINESS**

None

**ITEM 9: TOWNSHIP BOARD REMARKS**

Due to Supervisor Scott's absence, Chairperson Garbutt advised the Board of the following:

During the April 2018 Township Board Meeting, Jason Pernick and Betsy LaFond were reappointed to the Library Advisory Board.

Scarlett's Smile Cutting Ceremony took place one week ago. The ceremony was very nice and well attended. Scarlett even wore a plastic hard hat and held a plastic saw to "cut" down one of the trees that was marked for removal.

The old library building should be demolished within the next two weeks.

**ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**ITEM 11: OTHER MATTERS**

Chairperson Garbutt is working with Boy Scout Troops on a few projects. One of them is an Eagle Scout project for a butterfly area.

Chairperson Garbutt advised the Board that Bobby Long, Eagle Scout candidate, will place tubes to hold American flags at veteran's gravesites in the Commerce Township Cemetery on April 29, 2018 at 11:00 a.m.

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 7:39 pm.

**MOTION CARRIED ANIMOUSLY**

*Charter Township of Commerce Library  
Advisory Board Meeting  
April 25, 2018  
Page 5 of 5*

  
Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, May 23, 2018.**