

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

Absent: Judy Sternberg

Also Present: Connie Ozinga, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Pernick, to approve the May 23, 2018 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by Lakner, supported by Pernick, to approve the Library Advisory Board Meeting Minutes of April 25, 2018, as submitted.

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

Library Staff heard there were complaints about the noise coming from the Art Fair that was held at the library tonight.

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Connie Ozinga, Library Director, submitted the April 2018 Statistics and Comparison Reports and the Revenue and Expenditure Report for the period ending April 30, 2018.

ITEM 6: LIBRARY DIRECTOR'S REPORT

Connie Ozinga, Library Director, reported on the following:

The Summer Reading Kick-Off Party will be held on June 16, 2018. The Art Fair will be held on the same day but on the opposite side of the library.

a. Glass Cleaning

Glass cleaning bids were opened yesterday. This cost to clean the interior and exterior glass at the library will be \$1,370.00. There were several bids received by the Township that were not sealed. Those bids were not accepted because all bids were to be sealed.

b. Plaque

Director Ozinga asked the Board if they would like to use the plaque from the old library building at the new library building or would they prefer to have a new bronze plaque.

Chairperson Garbutt would like to use the original plaque from the old library because Board member's names are already on it and there is no reason to purchase a new one.

MOTION by Lakner, supported by LaFond, to keep the previous plaque that was used at the old library building and place it in the historical section of the new library. In addition, purchase a new plaque identical to the previous one and place it in a conspicuous place in the library. **MOTION CARRIED UNANIMOUSLY**

The new CD shelves were ordered at a cost of \$4,000.00. The company sent the wrong shelves so the vendor took them back and reordered the correct shelves. The new shelves were delivered and installed. The vendor asked if we wanted to purchase the shelves that were made wrong at half of the cost. Director Ozinga offered to pay \$1,500.00 for the shelves and the vendor agreed.

Beginning in September 2018, the Youth Department would like to initiate a 1,000 Books Before Kindergarten Program. Trista Reno, Youth and Teen Services Manager sent a letter to the Friends of Commerce Township Community Library asking if they would support this program by purchasing the first 100 totes at an estimated cost off \$460.00.

Penal fines - Current proposed legislation could have a negative impact on the collection of penal fines. See <http://www.milibraries.org/> for more information

Carl migration - After months of planning the big ILS system migration takes place this weekend. When we open on Tuesday, following the holiday, we will be operating Carl, our new circulation and catalog system. There have been many meetings and training

ITEM 6: LIBRARY DIRECTOR'S REPORT (continued)

sessions leading up to this point. The catalog will not be available over the holiday weekend. Downloadables such as Overdrive and Hoopla will still be available.

ITEM 7: OLD BUSINESS

a. Deed of Gift Policy

MOTION by Pernick, supported by Lakner, to accept the Deed of Gift Policy with edits as suggested by the Township. **MOTION CARRIED UNANIMOUSLY**

ITEM 8: NEW BUSINESS

None

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott said that everything is moving forward within the Township. He said the DNR held a meeting yesterday at the Township Hall. The Township has first right of refusal for the boat launch on Union Lake Road. He would like to adopt it for a "Pocket Park" and donate the parking lot across the street for the Union Lake Road expansion.

Emily England will attend a meeting with the DNR Trust Fund for Scarlett's Smile grant.

Pernick would like it noted in the minutes that even though we heard complaints about the art show and the music performance, the Library Advisory Board feels this event was a great benefit for patrons of the library.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Pernick, supported by Shane, to adjourn the meeting at 7:15 pm.

MOTION CARRIED ANIMOUSLY

*Charter Township of Commerce Library
Advisory Board Meeting
May 23, 2018
Page 4 of 4*

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, June 27, 2018.