

**Final  
CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
July 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  
David Scott, Township Supervisor  
Shane Lakner  
Judy Sternberg

**Absent:** Barry Hiscox

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

**ITEM 1: APPROVAL OF AGENDA**

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

**ITEM 2: APPROVAL OF MINUTES**

**MOTION** by Lakner, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of June 27, 2018, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

Director Ozinga said she received a voicemail from someone who commented on how wonderful the Gone with the Wind program was this year.

**ITEM 4: CORRESPONDENCE**

None

### **ITEM 5: FINANCIAL REPORT**

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

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

Connie Ozinga, Library Director, reported on the following:

- Bryan Grule, mystery writer from Michigan will be at the library on December 10, 2018 to promote his new book.
- The new plaque has been placed near the interior entrance of the library.
- There was a news article where the Director of the Berkley Public Library said someone is going out of their way to hide DVDs and Blu Rays of the movie series "Fifty Shades of Grey." The movies were eventually found in an undisclosed location inside the library. They are now on full display with a sign reading: "Berkley Public Library is against censorship. Someone didn't want you to check these items out. They deliberately hid all of these items so you wouldn't find them. This is not how the library works".
- The Fiction and Non-Fiction Publishing Division of Macmillan Group will no longer sell eBooks to libraries until they are 4 years old. She is concerned how this will affect the library because who wants to read a book that is already 4 years old. Harper Collins Publishers will allow for 26 reads of a book before it is gone. We started using Hoopla 3 years ago and the cost has gone from \$1,000 to \$1,500 per month. Pernick asked if we can limit the Hoopla subscription to a package designed for our use. Director Ozinga said no we cannot, we have to take the entire package.
- The MLA Conference will be held at the Suburban Showplace in Novi, Michigan this year. We have come up with a schedule to allow just about all staff to go for a day, including the clerks. We have some funds from the Friends of the Library to put toward this and I expect to deplete our budget lines for education and meetings in order to do this.
- We have an odd problem occurring with our water at the library. As I understand, it involves miniscule bits of copper in the water interacting with occasional high PH and forming copper sulfate in our water. Some of this is trapped by the hot water heater, but is being released somehow. The result has been blue/green copper sulfate crystals blocking the aerators on faucets on a regular basis. After discussing with plumbers and Mark (Township Maintenance Manager), we are going to be adding a filter on the outgoing pipe of the hot water heater. We have received assistance from plumbers and the Water Resource Commission. All of the faucet aerators and mixing valves were cleaned by our plumber last week. We may need to do this again after installing the hot water filter. Faucets with just cold water is clean. Mixed water faucets should be run for 15 seconds before drinking cold water. We also have bottled water available for staff.

**ITEM 7: OLD BUSINESS**

**a. Concrete/pea gravel area near book drop**

Director Ozinga - we are going to remove the pea gravel for now.

**ITEM 8: NEW BUSINESS**

**a. Parking lot paint**

Director Ozinga advised the Board the one way arrows are wearing off at the rear of the parking lot. Chris was in the process of receiving estimates when Supervisor Scott said the Township Maintenance Staff has the resources to do the project.

**b. 2019 Budget**

Director Ozinga reviewed the rough draft worksheet with Board members. The budget projects 2% raises and one additional part time person. The line item for programs has increased. The proposed budget is roughly \$45,000 higher than the current year budget.

The part time position is for a receptionist-clerk that will handle a number of tasks that is currently handled by librarians. The rough first list of responsibilities is as follows:

- Count money and prepare deposits (Connie and Ben)
- New employee paper work (Bill)
- Inventory and order office supplies (Bill)
- Meeting room reservations and information (Bill)
- Coordinate bills and paperwork requiring signatures. (Connie and Bill)

The 2019 Budget needs to be submitted by August 1, 2018.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott –

- Attended a Lower Straits Lake Preservation Committee meeting tonight.
- The Flood Plain Hearing Board would like to lower the water level for Lower Straits Lake by 2". There will be a Flood Plain Board of Appeals Meeting on July 25, 2018 at 7:00 pm – 9:00 pm at the Township Hall.
- The Michigan Air Line Trailway – Commerce Township, Walled Lake and Wixom have approved the Trailway Cost Participation Agreement.
- The Ralph C. Wilson Jr. Foundation is allocating 2.2 million dollars towards the M5 Bridge.
- The "wave panel", on top of the M5 Bridge, as it was designed, will not support a high wind/snow load. They need to upgrade from aluminum to steel. The project is on schedule.

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

None

**ITEM 11: OTHER MATTERS**

Chairperson Garbutt, along with other Board members, questioned the political signs placed on library property. Director Ozinga said the candidate is using the White Pine Room tonight and when the meeting is over, he will remove the signs.

Pernick understands the signs can be an eyesore but the Township Library upholds the First Amendment rights by being a major source of information and serve as guardians of the public's access to information. Political speech is a First Amendment right.

Supervisor Scott advised the Board they will review and amend, if necessary, the Sign Ordinance in August 2018. He said United Landscape cannot mow and maintain roundabouts when signs are placed there. Township staff has removed the signs and placed them at the Township Hall for pick up by the parties that placed them in the roundabout. When signs are placed in the roundabout again, they will be removed the next time maintenance needs to be done.

Chairperson Garbutt received a complaint from Rusty Rosman that people are brushing crumbs on the carpet at the library. She wants to know if we can do anything about this. Director Ozinga will monitor and advise patrons they cannot do this.

Chairperson Garbutt advised the Board of "National Friends of the Library Week" October 21-27, 2018. She suggested the Board may want to recognize the Friends of the Library for their help and support of the library. Director Ozinga will ask for ideas from other libraries on how to celebrate the week.

Chairperson Garbutt has been putting children's books at the free library at the other part of Dodge Park in hopes it will encourage them to come to the library.

Chairperson Garbutt asked what the building is that is going in on Martin Parkway by the Township Hall. Supervisor Scott said it will be a child care center anticipated to open in October 2018.

Pernick asked for an update on the restaurant that was to go next to the Township Cemetery. Supervisor Scott said the developer backed out when they realized how much money was needed for construction.

Chairperson Garbutt commented on something blocking the intersection at Bogie Lake and Wise Roads. Supervisor Scott said there are some phragmites that will be treated in the fall of 2018.

**ITEM 11: OTHER MATTERS (continued)**

Supervisor Scott said other communities are attempting to get a portion of the funding dedicated by the Road Commission for Oakland County for phragmite treatment. The company that will spray the phragmites will offer the same bulk cost to residents if they use them.

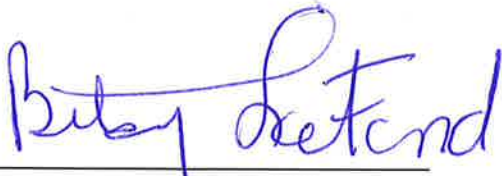
Lakner said he finished refurbishing 14 chairs for the library at a cost of \$600 in materials. By doing the chairs himself, he saved the Township \$5,000 in labor fees. The Board expressed their appreciation to Shane Laker.

**ITEM 12: ADJOURNMENT**

**MOTION** by Scott supported by Garbutt to adjourn the meeting at 7:52 pm.

**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, August 22, 2018.**