

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, September 27, 2017
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
Judy Sternberg

Absent: Shane Lakner

Also Present: Connie Ozinga, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Sternberg, supported by LaFond, to approve the September 27, 2017 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of August 23, 2017, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

Edmund Baprawski presented a letter to the Board. Supervisor Scott accepted his letter and stated scheduling for the library will continue at the discretion of the Library Director and the Township of Commerce.

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Director Ozinga submitted the August 2017 Statistics, the Revenue and Expenditure Report ending August 31, 2017 and Stats Comparison for the years 2015, 2016 and 2017.

She also said she was in receipt of the last State aid check.

ITEM 6: DIRECTOR'S REPORT

TLN System Replacement: The current TLN catalog/checkout system, a Sirsi-Dynix product, will be replaced in 2018 by a system known as "Carl". The changeover will require three days of down time for the library and is expected to take place over the Memorial Day weekend (Saturday, Sunday and Monday). I am showing that as three days closed on my draft copy of the 2018 closings list.

Jewish Community Center Book Fair: We have signed up to be one the library sponsors of this book fair. Our cost is \$375. We are sponsoring Jeff Rossen from the Today Show on November 4, 2017. Our name will be on the promotional material as a sponsor.

Book Sale/Book Sale dates: Wednesday & Thursday, October 4th & 5th, 10:00 am - 8:00 pm; Friday & Saturday, October 6th & 7th, 10:00 am - 4:30 pm; and Sunday, October 8th from 1:00 pm - 4:00 pm. This is an extra day due to the huge amount of material they have to sell.

Statistics: The number of patrons have increased. Supervisor Scott said the number on the list is prior to seniors using the facilities because of the Richardson Senior Citizen building being remodeled. Over 1,000 new library cards were issued. There is a high number of patrons in the summer months.

a. Mr. Edmund Baprawski

MOTION by Scott, supported by Pernick, to remove Letter from Edmund Baprawski from the Table.

MOTION CARRIED UNANIMOUSLY

Director Ozinga: I was sorry to learn Mr. Baprawski had emailed everyone. If you read all the fine print you will note that there is a point where I told him to stop emailing the staff. His issue is that we will not be holding once a month Saturday movies while the Richardson Center is in the White Pine Room. He is a Brighton resident, and I understand that he attends the movies with a Commerce resident daughter.

Discussion:

Supervisor Scott said the emails that are being circulated include comments that are less than professional. He advised Mr. Baprawski that he did not appreciate the "tone" of the comments made in the emails and if he has any concerns he needs to contact

ITEM 6: DIRECTOR'S REPORT (Mr. Edmund Baprawski continued)

Discussion continued:

him directly. Director Ozinga said Mr. Baprawski has never approached her personally and only saw the contents of the emails. He recommends staff reply to Mr. Baprawski by telling him that changes in the library schedule are established and he should revisit the schedule to find what interests him.

Supervisor Scott will follow up with an email to Mr. Baprawski thanking him for his comments.

Pernick said if Mr. Baprawski contacts library staff, they should advise him that he needs to speak to the Supervisor.

b. Library card design

We need to order library cards and I would like to change the design and use a picture of the building. Dan Whisler has given me permission to use the photographs professionally shot for his form. The flag was at half-staff when photos were taken.

Pernick suggests taking another picture without the flag at half-staff. Supervisor Scott is in agreement.

c. Fill out W2s

I need everyone except for Dave Scott and Barb Garbutt to fill out and turn in a W2 form.

d. Shelving upgrade purchase approved

The Township Board approved the purchase of tops and work for periodicals and new book display area. They did not approve the coat rack. We have a less expensive option in the works. A Coat rack was installed today.

e. Sidewalk extension to bridge

The library sidewalk will be extended to the bridge. The low bid was approved by the Township Board next week. Once you get across the bridge there is a paved pathway to connect to the S. Commerce trail. This will be paid for from our construction balance.

ITEM 7: OLD BUSINESS

Wallpaper is in Connie's office if anyone wants to see it.

a. Building and Furniture and Youth Coat Rack

I expect to purchase from 10 to 20 adult size chairs for the Robin Room, which contains 50 child sized seats. I can get adult sized matching the current for \$95.00 per chair.

ITEM 7: OLD BUSINESS (continued)

b. Materials Selection Policy Review

MOTION by Pernick, supported by Scott, to remove Materials Selection Policy Review from the Table. **MOTION CARRIED UNANIMOUSLY**

Review of the proposed revisions made by the staff management team took place.

MOTION by LaFond, supported by Hiscox, to recommend to the Township Board approval of the Materials Selection Policy. **MOTION CARRIED UNANIMOUSLY**

ITEM 8: NEW BUSINESS

a. Richardson Center

Having Richardson Center programs here at the library has worked out very nicely. They are about to pack up for Friends Book Sale setup. We have also provided staff office space in the admin/adult area.

b. Youth Toilet Issues

This is more like full building toilet issues. We have had several major sewer clogs. We have changed out the flush lever in the family restroom to a full flow flush in the hopes that moving more water through the system will keep it from blocking up.

c. 2018 Budget

Connie Ozinga, Library Director submitted a 2018 Budget memo for the Board's review.

MOTION by Scott, supported by Sternberg, to remove 2018 Budget from the Table. **MOTION CARRIED UNANIMOUSLY**

MOTION by Sternberg, supported by LaFond, to recommend to the Township Board approval of the 2018 Library Budget. **MOTION CARRIED UNANIMOUSLY**

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- All of the valves on the toilets at the library will be replaced with high flow 1.6 gallon flush by tomorrow, September 28th.
- He is working with Connie Ozinga, Molly Phillips, Melissa Creech and Janet Bushey on enhancements to the library building to make it more efficient. Additional cameras will be added to the security system. The door behind the circulation counter is always open. Children can walk out of that door and staff will feel more confident they are in a secure safe area if we keep the door locked.
- The circulation desk should be moved 3' forward which will allow staff the ability to see around them without a pillar in their line of vision.

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- Maintenance Director Mark Schroder will oversee the duties of Chris, the Library Maintenance employee. Supervisor Scott would like to take Chris out of the library building and placed back to the Maintenance Department at the Township Hall. If the library is in need of maintenance then the Maintenance Director will dispatch someone to the library.
- He placed a board in the lobby of the library building from the Michigan Air Line Trail Bike Path asking for input from the residents by taking a survey.
- Directed the legal staff to create an endowment process so people can make a donation, bequeath money, etc. to the Township.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

See Materials Selection Policy Review and 2018 Budget

ITEM 11: OTHER MATTERS

None

ITEM 12: ADJOURNMENT

MOTION by Sternberg, supported by LaFond, to adjourn the meeting at 8:18 pm.

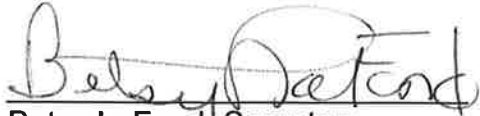
MOTION CARRIED UNANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, October 25, 2017.

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