

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, October 25, 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  
Shane Lakner  
Judy Sternberg

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

Students from Lakeland High School AP Government class were in attendance.

Supervisor Scott mentioned the Township Clerks Department was missing May and June, 2017 LAB meeting minutes. LaFond signed the minutes, along with the September 2017 minutes and gave them to Supervisor Scott.

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by Pernick, to approve the October 25, 2017 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 September 27, 2017, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

None

**ITEM 5: FINANCIAL REPORT**

Director Ozinga submitted the September 2017 Statistics, the Revenue and Expenditure Report ending September 30, 2017 and Stats Comparison Report for the years 2015 thru 2017.

Director Ozinga is currently working on the annual report for the State of Michigan.

**ITEM 6: DIRECTOR'S REPORT**

- a. Fill out W2's – Shane Lakner submitted his W2 Form. He was absent from last month's LAB meeting when other members turned their form in.

New Library card design update - I met with our card vendor at MLA and they tell me their Photoshop expert will be happy to raise the flag in the photo. Dan Whisler has given me permission to use the photographs professionally shot for his firm.

Sidewalk extension to bridge - The work is complete and looks great. They did damage some sprinkler lines which they will be responsible for the cost of repairing.

Book Sale - The friends of the Library made just over \$7,000 at this year's book sale.

**MOTION** by Hiscox, supported by Pernick to thank the Friends of the Library, on behalf of the Library Advisory Board, for their dedication and involvement having made \$7,305.00 from the Used Book Sale, and a grand total of \$158,211.00 in funds gathered over the past ten (10) years. **MOTION CARRIED UNANIMOUSLY**

Youth Toilet issues - 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. So far it seems to be working well.

The library's Wi-Fi system is frequently being used.

The library's 2018 Holiday Closing Dates are completed.

All of the librarians will have new business cards.

The date for the Library's Christmas Party will be set after she learns which day the Township's party will be held on.

The giant touchpad screens in the children's area and teen room are being used often.

**ITEM 7: OLD BUSINESS**

**a. Building and Furniture and Youth Coat Rack**

The Township Board of Trustees turned down the purchase of the original requested youth coat rack because of the cost. A less expensive coat rack was found and is now installed in the youth room.

**b. Materials Selection Policy**

Final draft was approved by the Township Board.

**ITEM 8: NEW BUSINESS**

**a. 2018 Budget**

The Library Budget has been submitted to the Township Board of Trustees.

Ben Sebrowski, Technology Director will have his own budget for the IT Department.

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott reported on the following:

- The Township had a very successful emergency plan in place for the massive water main break that occurred this week in West Bloomfield affecting 12 surrounding communities, including Commerce Township. He had the water tank on Commerce Road shut off to provide water to Huron Valley Hospital. In addition, water was rerouted so most residents were not without water.
- Michigan Air-line Trail – A 79 year old man donated \$250,000.00 towards the design and end costs for the trailway. The Trailway Management Council approved the donation and matched funds to apply to a new tap grant to allow development.
- Construction of a non-motorized pedestrian bridge over M-5 in Commerce Township connecting the trail and the three communities is expected to begin March 2018 and be completed by August 2018. Bids are out for the bridge. The paving project is expected to be completed by September 2018.

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

None

**ITEM 11: OTHER MATTERS**

Chairperson Garbutt –

- Hopes everyone is pleased with the cement path from the library to S. Commerce Road and also the fence that is across the stream. It looks very nice.

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

Chairperson Garbutt –

- As she was entering the library, a woman had commented to her how nice the picture in the entryway looks and how it made it come alive. She felt she was walking into a very special building.

Supervisor Scott –

- Jason Mayer, Giffels Webster conveyed to him that the DEQ inspector looked at the cement walkway from the library to S. Commerce Road and said do what you want because it is not a wetland area. They can place a bridge guardrails similar to what is now at Byers Farm.

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 7:27 pm.

**MOTION CARRIED UNANIMOUSLY**

*Charter Township of Commerce Library  
Advisory Board Meeting  
October 25, 2017  
Page 5 of 5*

  
Betsy LaFond, Secretary

**The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, November 22, 2017.**