

**Commerce Township Community Library
2869 N. Pontiac Trail
Regular Library Advisory Board Meeting
Wednesday, July 22, 2015 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of May minutes

ITEM 3 – Public Comments

ITEM 4 – Correspondence

ITEM 5 – Financial Report

ITEM 6 – Director’s Report

ITEM 8 – New Business

ITEM 9 - Old Business

a. New library

ITEM 10 - Township Board Remarks

ITEM 11 – Recommendations to the Township Board of Trustees

ITEM 12 – Other Matters

ITEM 13 – Adjournment

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, August 26, 2015

Final
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, July 22, 2015
2869 N. Pontiac Trail
Commerce Township, Michigan 48390

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:00 p.m. at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Betsy LaFond
Shane Lakner
Judy Sternberg
Thomas Zoner

Absent: Jason Pernick, Vice-Chairperson
Barry Hiscox

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by LaFond, to approve the July 22, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by Sternberg, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of June 24, 2015, with a correction to page 2 MLA Conference under Director's Report change "Modern Language" to "**Michigan Library**" and on page 3 under Old Business change comments made by Hiscox to "**Hiscox - If the Library was built further to the East (per Hiscox recommended preference) then the access road from Commerce Road would be shorter and the need to relocate the pavilion should be alleviated, representing an estimated saving in cost of at least \$140K and allaying some of the expressed concerns of the Township Supervisor about engineering costs and the pressure they could put upon the available budget for building the actual library.**" **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

Anna Passater was curious what the functions of the Library Advisory Board (LAB) are and she would like to see the Township provide nature walks around the area of the library and along Martin Road. Supervisor Zoner explained the LAB listens to what constituent's would like to see happen at the library, they review services and operations the library offers and make recommendations to the Township Board of Trustees. He told her the library will be moving to Dodge Park 5 and most of the land around the library on Martin Road is already sold.

CORRESPONDENCE

None

FINANCIAL REPORT:

Library Director Ozinga discussed the May and June 2015 statistic reports. She stated she does not know why the library is receiving money (\$11,000.00) from the State of Michigan Renaissance Zone. Supervisor Zoner said she should inquire if she can get something in writing from the State of Michigan on what the refund is for and also recommends she create a separate fund category in the event the Renaissance Zone money needs to be returned.

DIRECTOR'S REPORT

Library Director Ozinga -

Community Concerts - The last concert is the Friday before your meeting. At the last concert our booth was so popular that the line caused traffic problems. We have given away many books.

Summer Reading Club - SRC means the library is full of kids, and will be full of kids until the end of July when it suddenly gets quiet again.

There was an average of 414 visitors to the library in June 2015.

MLA Conference - MLA Conference is in Novi, Michigan on October 28, 29, 30, 2015. The website is mla.org. There are programs of interest for trustees on both Wednesday and Thursday. Exhibits are also open on Wednesday and Thursday. Let me know if you would like to be registered for all or part of the conference.

DIRECTOR'S REPORT

TLN Steering committee - I have been asked to serve as the Class V representative on the TLN Steering Committee

The steering committee consists of one member each for Classes VI, V, IV; one representing Classes I, II and III combined; plus 2 additional at large seats. The Steering Committee is responsible for making recommendations to the membership on matters concerning organization, operation, and priorities of the Consortium. This is a different body than the executive board. It meets four times a year in conjunction with the quarterly directors meeting.

NEW BUSINESS

None

OLD BUSINESS

a. New Library

Director Ozinga advised the Board that Chuck Kummer, Construction Manager received the drawings on July 20, 2015. He will go out for bids on the foundations, steel, earthwork, site utilities, tree clearing and landscaping.

Lakner asked if Mr. Kummer has a rough idea on how much the foundation, etc. will cost because he does not want this to go over budget. Director Ozinga answered that he is familiar with costs that are associated with construction of the building.

Supervisor Zoner stated the area the building will be located has poor soil so the cost could be slightly higher.

Sternberg asked when the building is anticipated to be completed. Supervisor Zoner said they hope for it to be done by the year 2018.

TOWNSHIP BOARD REMARKS

LaFond asked what will happen to the land around Martin Road. Supervisor Zoner answered he believes there will be a lot of commercial development in the next 3 years.

Lakner questioned if there was a specific project the Township Board of Trustees wanted to see the Tri-Party money go to.

TOWNSHIP BOARD REMARKS (continued)

Supervisor Zoner said the Township Board of Trustees do not have a specific project in mind but would like to set the money aside and use it at a later date. Lakner would like to see the money go towards the entranceway of the library.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

MOTION by Lakner, supported by LaFond to make a recommendation to the Township Board of Trustees for public safety reasons, to use the 2017 and 2018 Tri-Party money for the entranceway to the Commerce Township Library on Commerce Road.

MOTION CARRIED UNANIMOUSLY

OTHER MATTERS

Lakner – Expressed his concern on how we can promote the library millage for 2016 since the library building will not be completed until the year 2018.

Chairperson Garbutt recommends we talk about the new library building whenever we have the opportunity to do so.

Director Ozinga stated there are 2 millages and the .7 millage is the only one that needs to be renewed.

Supervisor Zoner said the library millage will need to sustain the library for 10 years, therefore he recommends Director Ozinga include that in the Library Budget. He recommends posting around the Township approximately 500 signs promoting the library millage.

Director Ozinga is concerned with the language of the millage ballot where it has to say that a certain amount of the millage will go to the Downtown Development Authority. This is confusing to residents because they feel it will only go towards the library.

Lafond – The trees along Martin Parkway are brown on the top and need trimming.

Supervisor Zoner will look at the trees.

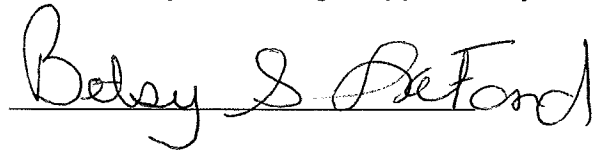
Supervisor Zoner said the trees along Martin Parkway that were removed by mistake will be replaced by the contractor who took them out.

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ADJOURNMENT

MOTION by Sternberg, supported by Lakner, to adjourn the meeting at 8:05 p.m.

MOTION CARRIED UNANIMOUSLY

A handwritten signature in cursive script that reads "Betsy S. DeFord". The signature is written in black ink and is positioned above a horizontal line.

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday August 26, 2015.

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, June 24, 2015
2869 N. Pontiac Trail
Commerce Township, Michigan 48390**

CALL TO ORDER: Jason Pernick, Vice-Chairperson called the meeting to order at 7:00 p.m. at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson arrived at 7:05 p.m.
Jason Pernick, Vice-Chairperson
Barry Hiscox
Judy Sternberg
Thomas Zoner

Absent: Shane Lakner
Betsy LaFond

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Zoner, supported by Sternberg, to approve the June 24, 2015 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by Zoner, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of May 27, 2015, as submitted. **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

Library Director Ozinga stated she received a phone call from a resident who said he has a rotary phone and cannot access the library's phone system because it is automated. She gave him a direct phone number to call.

CORRESPONDENCE

None

FINANCIAL REPORT:

No action taken

DIRECTOR'S REPORT

Library Director Ozinga -

Community Concerts - The first community concert went well. Many children's books, some adult books and much candy was given away. Remaining community concert dates are July 10 and July 24, 2015. Library director

Summer Reading Club - Summer Reading Club has kicked off. The theme is Superheroes. Participating kids get a superhero card to personalize. Look toward the administration door of the library to see the staff superhero wall.

MLA Conference - The Michigan Library Association (MLA) Conference will be held in Novi, Michigan on October 28, 29, and 30, 2015. The website is www.mla.org. There are programs of interest for trustees on both Wednesday and Thursday. Exhibits are also open on Wednesday and Thursday. Let me know if you would like to be registered for all or part of the conference.

NEW BUSINESS

None

OLD BUSINESS

a. New Library

Director Ozinga - Blueprints are in process and Chuck Kummer, Construction Manager expects to bid out the foundation before the end of June 2015. Supervisor Zoner is concerned with the engineer's cost estimates for the entry road and what impact that will have on the total budget.

Supervisor Zoner – gave a presentation on potential Tri-Party projects. He recommended to the Township Board to use the Tri-Party money (Road Improvement Fund) for a right hand passing left hand turn lane at the entranceway to the library. The Township Board does not want to use Tri-Party money for the library but wants to set it aside for another year and a different project. He is asking the Library Advisory Board to review the packet he handed out and if they believe the Tri-Party money should go towards this project, he would like a recommendation to the Township Board.

OLD BUSINESS (New Library continued)

Garbutt is in favor of option #2 of the packet due to safety issues.

Hiscox - If the Library was built further to the East (per Hiscox recommended preference) then the access road from Commerce Road would be shorter and the need to relocate the pavilion should be alleviated, representing an estimated saving in cost of at least \$140K and allaying some of the expressed concerns of the Township Supervisor about engineering costs and the pressure they could put upon the available budget for building the actual library.

TOWNSHIP BOARD REMARKS

Supervisor Zoner – Stated that Besty LaFond was nominated to the Library Advisory Board during the last Township Board Meeting. He believes the attendance of Ms. LaFond at the meeting and the letter of support submitted by Jason Pernick was helpful toward the Township Board’s decision.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

Hiscox – His recommendation is to invite the Township Board Trustees to the library to meet the staff and view the operation of the library.

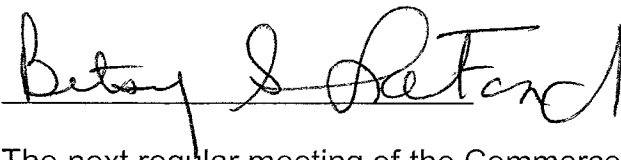
Pernick – Questioned why the gazebo was taped off with caution tape. Library Director answered the floors were rotted out.

Garbutt – Stated she noticed that more and more people are attending the Concert in the Park.

ADJOURNMENT

MOTION by Sternberg, supported by Hiscox, to adjourn the meeting at 7:49 p.m.

MOTION CARRIED UNANIMOUSLY



The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday July 22, 2015.

Commerce Township Community Library

June 2015 Statistics

Circulation

(Includes all items owned by Commerce that circulated)

	Adult	Children	Total
Books	5638	7609	13247
Audio	1654	406	2060
Video	3621	1739	5360
Melcat Interloans	65		65
State Park Pass	0		0
Total	10978	9754	20732

ALL ITEMS CHECKED OUT BY COMMERCE 20223

Total COMM Items Checked out at TLN libraries (SYSTEM WIDE 20732

TOTAL ITEMS SENT TO OTHER LIBRARIES 3290

GRAND TOTAL (all items handled by COMM) 23513

Downloadables

Axis 360	24	
One Click Digital	43	
Freegal	807	
OverDrive e-books and e-audio	2,305	
Tumblebooks	51	
Zinio Magazines	320	
	3,550	27,063

Items Checked out at Self Check 9588

Visitors to the library

Visitors	12433
Days Open	30
Daily Average	414

	Adult	Teen	Children	Total
Public Computer Sessions	1269	110	183	1562
WiFi Sessions	929			

DATABASES COUNTS

(sessions/downloads)

Ancestry Library Edition	7
Consumer Reports	32
Gale Biography in Context	1
Gale Virtual Reference Library	2
Grolier Online	6
Mango Lanugages	100

National Geographic Archives	1
Novelist	6
Reference USA	16
Tutor.Com	7

SERVICE DESK COUNTS

	Computer	Directional	Lib-Usage	Reference	
Adult	981	336	665	2,178	4,160
Youth	316	67	450	2,972	3805
Circ	0	12	865	0	877
	1,297	415	1980	5,150	8842

PROGRAMS

Youth		
Storytimes	5	414
Youth Programs	11	633
Teen study	4	255
Teen Programs	5	108
Outreach	2	750
	27	2160

Adult		
Book clubs	1	11
Computer classes	5	14
ESL Conversation	9	50
Programs	2	21
	17	96

Commerce Township Community Library

May 2015 Statistics

Circulation

(Includes all items owned by Commerce that circulated)

	Adult	Children	Total
Books	5145	5936	11081
Audio	1436	304	1740
Video	3396	1268	4664
Melcat Interloans	57		57
State Park Pass	8		8
Total	10034	7508	17550

ALL ITEMS CHECKED OUT BY COMMERCE	17337
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	17550
TOTAL ITEMS SENT TO OTHER LIBRARIES	3044
GRAND TOTAL (all items handled by COMM)	20381

Downloadables

Axis 360	30	
One Click Digital	50	
Freegal	845	
OverDrive e-books and e-audio	2,281	
Tumblebooks	60	
Zinio Magazines	271	
	3,537	23,918

Items Checked out at Self Check 7398

Visitors to the library

Visitors	11632
Days Open	29
Daily Average	401

	Adult	Teen	Children	Total
Public Computer Sessions	1174	58	146	1378

WiFi Sessions 794

DATABASES COUNTS

(sessions/downloads)

Ancestry Library Edition	11
Consumer Reports	39
Gale Biography in Context	0
Gale Virtual Reference Library	2
Grolier Online	3

Mango Lanugages	68
National Geographic Archives	5
Novelist	6
Reference USA	22
Tutor.Com	15

SERVICE DESK COUNTS

	Computer	Directional	Lib-Usage	Reference	
Adult	953	341	636	2,274	4,204
Youth	357	68	341	1,737	2503
Circ	1	17	693	0	711
	1,311	426	1670	4,011	7418

PROGRAMS

Youth programs	
Story times	3 68
Programs	4 117
Outreach	3 247
	10 432
Adult programs	
Book Clubs	3 26
Computer classes	5 12
ESL Group	7 39
Programs	2 41
Outreach	1 4
	18 122



Commerce Township Community Library

2869 N. Pontiac Trail
Commerce Township, Michigan 48390
Phone: 248-669-8108 / Fax: 248-669-3247
Internet: www.commercelibrary.info

Library Director's Report
July 2015

Community Concerts

The last concert is the Friday before your meeting. At the last concert our booth was so popular that the line caused traffic problems. We have given away many books.

Summer Reading Club

SRC means the library is full of kids, and will be full of kids until the end of July when it suddenly gets quiet again.

Building

Chuck is still waiting for drawings and as soon as he has those he will be bidding foundations, steel, earthworks, site utilities, tree clearing and landscaping. That should happen any day.

MLA Conference

MLA Conference is in Novi October 28, 29, 30. The program is out at mla.org. I see programs of interest to trustees on both Wednesday and Thursday. Exhibits are also open on Wednesday and Thursday. Let me know if you would like to be registered for all or part of the conference.

TLN Steering committee

I have been asked to serve as the Class V representative on the TLN Steering Committee. The steering committee consists of one member each for Classes VI, V, IV; one representing Classes I, II and III combined; plus 2 additional at large seats. The steering committee is responsible for making recommendations to the membership on matters concerning organization, operation, and priorities of the Consortium. This is a different body than the executive board. It meets four times a year in conjunction with the quarterly directors meeting.