

CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, May 28, 2014
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
Barry Hiscox
Betsy LaFond
Shane Lakner
David Law
Judy Sternberg

Absent: Jason Pernick, Vice-Chairperson

Also Present: Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by Lakner, to approve the May 28, 2014 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION Sternberg, supported by Hiscox, to approve the April 26, 2014 Library Advisory Board Meeting Minutes with a correction to page 2, Director's Report – Roof Leak – add "*the*" before the word "ceiling", Upcoming Board Training Opportunity – add "*(Friends of Michigan Libraries)*" after "FOML"; page 3, New Business – Library Building – add "*(Request for Proposal)*" after "RFP"; page 4, Township Board Remarks – replace the word "He" with "David Law, Township Board Trustee".

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT:

There was no financial report.

DIRECTOR'S REPORT

Roof Leak

Interior ceiling repairs are complete. The light fixture is very rusty and needs to be restored. Total cost of the roof repair was \$250.00 and the cost of the ceiling repair was \$1,558.00.

Signs

Interior signs are installed.

NEW BUSINESS

a. Unattended Children Policy

MOTION by Law, supported by Lakner, to remove Unattended Children Policy from the Table. **MOTION CARRIED UNANIMOUSLY**

Director Ozinga - A clean version of the policy we reviewed last month is attached. This will have to go before the Township Board of Trustees for approval.

Director Ozinga recommends approval.

MOTION by Hiscox, supported by Lakner, to recommend to the Township Board of Trustees approval of the Unattended Children Policy.

MOTION CARRIED UNANIMOUSLY

b. Building Program RFP Responses

Director Ozinga - Two responses were received in response to the RFP (Request for Proposal) for Building Program Consultants.

George Lawson's response is \$10,570.0 for a two visit response, and an additional \$1,775.00 if a third visit is needed.

NEW BUSINESS (Building Program RFP Responses continued)

Anders Dahlgren of Library Planning Associates proposes five visits and a total cost of \$33,625.00.

I have worked with each of these respondents on a similar project in the past and I think either one would do an excellent job for us. It is my recommendation that we recommend to the Township Board of Trustees, the hiring of George Lawson at a do not exceed cost of \$12,345.00.

Discussion:

Lakner does not believe we should be paying for two long range plans and questioned if this is similar to a long range plan. Director Ozinga said this is not a long range plan.

Director Ozinga stated the Township Board of Trustees, at the last Township Board Meeting, approved moving forward with plans for the new library building.

MOTION by Lakner, supported by Hiscox, to recommend to the Township Board of Trustees approval of the Planning Proposal by George Lawson for the new Commerce Township Community Library. **MOTION CARRIED UNANIMOUSLY**

OLD BUSINESS

a. Internet Policy

Director Ozinga – You requested a revised internet usage policy. I am working on it, but do not have one ready to show you.

b. Library Building Location

Law – If any members of the Library Advisory Board have a specific location in mind for the new library building, they could make a recommendation to the Township Board of Trustees.

MOTION by Lakner, supported by Sternberg, to recommend to the Township Board of Trustees approval of Dodge Park as the location for the new library building.

ROLL CALL VOTE:

AYES: Lakner, Hiscox, LaFond

NAYS: Law

ABSTAIN: Garbutt, Sternberg

ABSENT: Pernick

MOTION CARRIED

TOWNSHIP BOARD REMARKS

No updates.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

No additional recommendations.

OTHER MATTERS

Director Ozinga – the library cleaning person called the police because there was a person in a car in the parking lot at the time he was leaving the library to go home. The police came and the person stated he was just using Wi-Fi provided by the Township. She will review hours of operation of the library's Wi-Fi service if a formal complaint is made.

Chairperson Garbutt – The Parks Committee is still looking for a site for a potential community garden.

Law – During a Township Board meeting it was mentioned that West Bloomfield had a community garden but did away with it. He asked his sister, employee of West Bloomfield, if she knew anything about this and she stated that West Bloomfield has two community gardens that are maintained by the residents.

Lakner – The first Marketing Working Group meeting was very successful and informative. There was a lot of good suggestions on how to market the library. They will review how they could reach out, possibly via email notification, to residents of other communities whose children attend schools and day care centers in Commerce Township.

Director Ozinga – There is a recycling center that pays for paper that is dropped off. A truckload of tax forms and boxes of books were taken to the recycling center.

Hiscox – To help determine what size the new library building should be, he asked how many patrons visit the library. Director Ozinga answered approximately 17,000 patrons visit the library.

Chairperson Garbutt – Received numerous requests from people who expressed an interest in the Township storing items/articles on the history of Commerce Township. Director Ozinga said that Michelle is working on this project. She will find out the status and report back to the Library Advisory Board.

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ADJOURNMENT

MOTION by Sternberg, supported by Lakner, to adjourn the meeting at 8:04 p.m.
MOTION CARRIED UNANIMOUSLY

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday June 25, 2014.



Commerce Township Community Library

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

Unattended Children Policy
Commerce Township Community Library
Revised April 23, 2014 proposed

The Commerce Township Community Library seeks to provide an enriching environment for patrons of all ages.

Because the Library does not act *in loco parentis* (in the place of a parent), the use of the library by minors is expected to be monitored by a Responsible Caregiver. For purposes of this policy, "Responsible Caregiver" is defined as the person who accompanies a child to the library and attends the child while there. A Responsible Caregiver may be a parent, guardian, teacher, other adult caregiver, or sibling at least age 16.

Children under the age of twelve are expected to have a Responsible Caregiver present in the Library Proper at all times while the minor is using the Library. The Library Proper is defined as the main room where the materials, computers, and public service desks are located.

Children under the age of eight must have a Responsible Caregiver within sight and conversation distance at all times. The Responsible Caregiver is expected to supervise the child and ensure that the child's behavior is not disturbing to others.

Children between the ages of eight and twelve years may be in the Youth Services Department independently, with the Responsible Caregiver present and readily accessible in the Library Proper. The Responsible Caregiver may not leave the minor unaccompanied in the Library Proper to go to the lobby, parking lot, programming room, or Friends' Book Sale.

Children ages twelve and older may use the library unaccompanied by a Responsible Caregiver. The child must be able to promptly contact a Responsible Caregiver if requested by Library staff. Unaccompanied children who disturb other library patrons or become otherwise disruptive may be asked to leave the library if the disruption continues after reasonable warning.

Parents are responsible for the behavior of their children in the library, whether or not the parent is present.

Children under the age of twelve with no Responsible Caregiver present are referred to as "Unattended Child(ren)." Unattended Children are not permitted to remain in the Library. If the Library staff observes an Unattended Child, they will

first verify the child's age and determine whether a Responsible Caregiver is present. If no Responsible Caregiver is present, the Library staff will attempt to contact the parent, guardian, or other party responsible for the child. In the event that the parent, guardian, or other responsible party cannot be located, staff will notify the local police (Oakland County Sheriff's Department - Commerce Township Substation: (248) 858-4950). In the event of an emergency, staff will call 911.

When any child under the age of sixteen is present in the Library at closing time, the Library staff will attempt to reach a parent, guardian or other party responsible for the child, and two full-time staff members will wait up to fifteen minutes past closing for the child to be picked up. The police will be notified beyond this point (Oakland County Sheriff's Department - Commerce Township Substation: (248) 858-4950). Under no circumstances will the Library staff provide transportation for any child.

If a patron wishes to request a change to the Library's Unattended Children Policy, he or she should put this request in writing addressed to the Library Director. The Director will respond in kind with a decision and an explanation of action taken or not taken regarding the request. If the patron is not satisfied, he or she may appeal to the Library Advisory Board who will also respond to the patron with its decision. This may be appealed to the Commerce Township Board whose decision on a matter is final.

This policy, as well as any Library policy, will be made available on the Library's website or in print format upon request.



Commerce Township Community Library

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

Director's Report
May 2014

Roof Leak

Interior ceiling repairs are complete. Total cost: roof repair \$250, Ceiling repair \$1558.

SIGNS

Interior signs are installed.

Internet filter settings

You requested a revised internet usage policy. I am working on it, but do not have one ready to show you.

Unattended children policy

A clean version of the policy we reviewed last month is attached.

Responses to Building Program RFP

Two responses were received in response to the RFP for Building Program Consultants. George Lawson's response is \$10,570 for a two visit response, and an additional \$1,775 if a 3rd visit is needed. Anders Dahlgren of Library Planning Associates proposes 5 visits and a total cost of \$33,625.00. I have worked with each of these respondents on a similar project in the past and I think either one would do an excellent job for us. It is my recommendation that we recommend to the township the hiring of George Lawson at a do not exceed cost of \$12,345.

Commerce Township Community Library

April 2014 Statistics

Circulation

(Includes all items owned by Commerce that circulated)

	Adult	Children	Total
Books	6111	7331	13442
Audio	1819	338	2157
Video	4317	1658	5975
Melcat Interloans	13		13
State Park Pass	0		0
Total	12260	9327	21587

ALL ITEMS CHECKED OUT BY COMMERCE	20720
Total COMM Items Checked out at TLN libraries (SYSTEM WIDE)	21587
TOTAL ITEMS SENT TO OTHER LIBRARIES	3600
GRAND TOTAL (all items handled by COMM)	24320

Downloadables

FreeGal music	458	
Recorded Books e-audio	21	
Zinio Magazines	304	
OverDrive e-books and e-audio	2,060	
Indeflix Streaming video	0	
TumbleBooks Library	110	
	2,953	27,273

Items Checked out at Self Check	9305
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Visitors to the library

Visitors	11781
Days Open	29
Daily Average	406

	Adult	Teen	Children	Total
Public Computer Sessions	1417	147	215	1779

WiFi Sessions	665
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DATABASES COUNTS

(sessions/downloads)

Consumer Reports	50
Reference USA	19
Ancestry Library Edition	2
Grolier Online	3
Tutor.Com	9

Novelist	5
Gale Virtual Reference Library	13
Mango Lanugages	14
MorningStar Online	22
Gale Biography in Context	0
National Geographic Archives	2

SERVICE DESK COUNTS

	Computer	Directional Lib-Usage	Reference		
Adult	929	274	532	2,012	3,747
Youth	338	87	411	1,772	2608
Circ	1	4	658	0	663
	1,268	365	1601	3,784	7018

PROGRAMS

Youth Services		
Story Time	15	294
Programs	11	315
Outreach	2	34

Adult Services		
Book Clubs	3	28
Computer Classes	4	19
ESL Conversation	5	34
Programs	7	302
Outreach	1	6

Planning Proposal
Commerce Township Community Library

May 12, 20124

George Lawson
Library Planning

George Lawson Library Planning
1007 Brookridge Avenue, Ames, Iowa 50010
515-232-5679 515-663-0917 fax glawson@netins.net

May 12, 2014

Commerce Township Community Library
2869 N. Pontiac Trail
Commerce Township, Michigan 48390

**Library Advisory Board and Connie Jo Ozinga, Director
Commerce Township Community Library**

Thank you for this opportunity to help plan the future of the Commerce Township Community Library. This is an exciting time for library service with changing patterns in customer expectations, significant service innovations, and creative concepts in building planning.

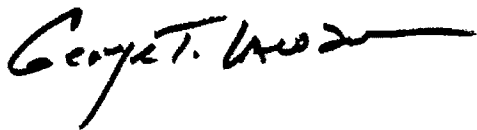
A collaborative approach, utilizing the best ideas of community stakeholders, brings the best results. Working together we will chart the planning process, analyze the findings, and reach conclusions based on consensus. Our planning process will utilize tested methods, assemble pertinent data, and draft constructive findings. I am anxious to learn more of your experiences, preferences, trends, and vision for library service. The Library Board, Director, library staff, and Township will be full partners in crafting the building program.

As a former library director who has led a building project in my own community I understand the need to find the essential balance between the universe of possibilities and the right building solution for the whole community. While this project poses its own set of unique opportunities, I have assisted a number of other libraries in creating solutions of similar scope and intent. By example, several Southeast Michigan libraries I have assisted include the Howell District Library, Baldwin Public Library, Clinton Macomb Public Library, the Bloomfield Township Public Library, and the Dearborn Heights Libraries.

Some of my other Michigan projects include the Traverse Area District Library, Spring Lake District Library, Hackley Public Library (Muskegon), Bay County Library, and the Charlevoix Public Library.

I look forward to working with you to chart the path of library service in Commerce Township.

Sincerely,



George Lawson

Proposed Methodology / Scope of Work

The building program is a detailed narrative and quantitative summary of the facility required to support the library's service and operational program. For each functional area of the new library the program specifies the required space, collections, technology, staff workspace, seating, furnishings, security, equipment, communication and data, wayfinding, work flow, adjacencies, and other detailed planning elements. The building program becomes the written functional specifications to help the project architect understand how the building has to work as a library both for the patron and for the staff.

In creating the building program the library's trustees, staff, and patrons are invited to share with the library planner their insights into the community's library service and operational needs and preferences. The library planning team's vision and creative solutions will be critical to our successful project.

References – Three Southeast Michigan Clients

(Please feel free to contact any other client listed later in the submittal.)

Baldwin Public Library, Birmingham, Michigan

Doug Koschik, Director (248) 554-4681

Troy Public Library, Troy, Michigan

Cathy Russ, Director, (248) 524-3544

Howell Carnegie District Library, Howell, Michigan

Kathleen Zaenger, Director (517) 546-0720

Fee Proposal

A flat fee (inclusive of all expenses) of \$10,570 is proposed to provide the services described in this proposal and the library's RFP. This fee anticipates two on-site workshops. A third trip may be included at the library's discretion for an additional inclusive fee of \$1,775. Billings are made monthly to reflect work accomplished to date.

General Conditions

The consultant may request the assistance of the Director in providing necessary information and arranging visits, interviews, and meetings. The Library may terminate this agreement at any time during the study with the only obligation to reimburse the consultant for time and expenses incurred prior to the date of receiving a written termination notice. The consultant's time is controlled by the Director; no additional work will be undertaken without written authorization of the Library. All communications and reports will be transmitted to the Director for distribution.

Credentials

George Lawson Library Planning

Planning Experience

George Lawson Library Planning provides building and operational solutions for public, academic, and special libraries of every size. Mr. Lawson's 300 + library building projects represent extensive experience with new construction, addition/renovation, adaptive re-use, joint-use, space utilization, and historic register facilities.

Methodology

Planning methodology focuses on the broad participation of stakeholders, critical thinking, and a commitment to examine all options as the keys to consensus and success. Projects reflect best practices tailored to meet the specific requirements of the library and its customers. Success is defined by libraries that enable both lifelong learning and effective operation, with flexibility to meet tomorrow's challenges.

Services

- Building Programming
- Needs Assessment
- Site Selection
- Service Delivery Evaluation (branch and outreach options)
- Alternatives Evaluation
- Best Practices Assessment
- Space Utilization
- Feasibility Studies
- Architect Selection
- Design Review
- Strategic/Long Range Planning
- Project and Operations Costing

Library Experience

A librarian for 39 years: 22 years as a library planner, 12 years as a library administrator, 5 years as a reference librarian. As an administrator led two successful bond referenda, construction of a 50,000 square foot library, and implementation of innovative automation projects. Directed library service for a community of 47,775 with 850,000 annual loans and 55 staff.

Education

Bachelor of Arts, University of Iowa
Master of Library Science, University of Iowa

Professional Memberships

American Library Association
Library Administration and Management Association
Public Library Association
Iowa Library Association

Communications

George Lawson Library Planning
1007 Brookridge Avenue, Ames, Iowa 50010
(515) 232-5679 voice
(515) 663-0917 fax
e-mail glawson@netins.net

Programming Experience: Prior Five Years

Dodgeville Public Library, Dodgeville, Wisconsin

± 20,000 sf main library. Project in progress.
Services provided: needs assessment, building program, design review.
Vickie Stengel, Director (608) 935-3728

Lake Villa District Library, Lake Villa, Illinois

± 70,000 sf main library. Project in progress.
Services provided: needs assessment, building program, architect selection.
Andrea Lentine, Director (847) 356-7711

New Albany Floyd County Public Library, New Albany, Indiana

± 165,000 sf main library. Planning completed 2014.
Services provided: needs assessment and building program.
In association with Engberg Anderson.
Rose Frost, Director (812) 949-3525

Rochester Public Library, Rochester, Minnesota

± 165,000 sf main library. Planning completed 2014.
Services provided: building program, schematic design, operating budget.
In association with HGA Architects.
Audrey Betcher, Director (507) 328-2344

Clinton Public Library, Clinton, Iowa

± 21,000 sf main library. Project completed 2013.
Services provided: building program and schematic design.
In association with Gere Dismer.
Amy Birtell, Director (563) 242-8441

Baldwin Public Library, Birmingham, Michigan

± 49,015 sf main library. Planning completed 2012.
Services provided: building program.
Doug Koschik, Director (248) 554-4681

East Moline Public Library, East Moline, Illinois

± 31,778 sf main library. Project in progress.
Services provided: needs assessment, building program, architect selection.
Cynthia Coe, Director (309) 755-9614

River Valley District Library, Port Byron, Illinois

± 25,000 sf main library. Planning completed 2013.
Services provided: needs assessment, building program, site selection, schematic design.
Shelli Fehr, Director (309) 523-3440

West Branch Public Library, West Branch, Iowa

Nick Shimmin, Director (920) 832-6170

- ± 11,768 sf main library. Planning in progress.
Service provided: space needs assessment update, building program, site selection, schematic design.
- ± 11,520 sf main library. Planning completed 2010.
Services provided: site and alternatives analysis.
In association with OPN.
- ± 11,520 sf main library. Planning completed 2005
Service provided: space needs assessment.

Appleton Public Library, Appleton, Wisconsin

± 139,000 sf main library. Planning completed 2009 and 2014.
Services provided: building program and schematic design consultation.
In association with Engberg Anderson.
Colleen Rortvedt, Director (920) 832-6170

Richmond Public Library, Richmond, Virginia

Harriet Coalter, Director (804) 646-4550

- **West End Branch**
15,000 sf branch, new construction. Planning completed 2011
Services provided: building program and schematic design consultation.
In association with Fanning Howey Associates.
- **Master Plan for eight branch library system.**
Services provided: evaluation of existing facilities, recommended renovations,
long range service delivery and branch development plan. Planning completed 2009.
In association with Fanning Howey Associates.

National Czech & Slovak Museum & Library, Cedar Rapids, Iowa

60,000 sf museum and library. Building opened 2012.
Services provided: programming, schematic design and design development.
In association with Durrant Architects.
Gail Naughton, CEO, David Muhlana, Librarian, (319) 362-8500.

Storm Lake Public Library, Storm Lake, Iowa

± 29,000 sf main library, addition/renovation. Planning completed 2013.
Services provided: needs assessment, building program, design consultation.
In association with FEH Associates.
Elizabeth Huff, Director (712) 732-8026

Roy R. Estle Memorial Library, Dallas Center, Iowa

± 10,000 sf main library. Planning in progress.
Services provided: space needs assessment, building program.
Shelly Cory, Director (515) 992-3185

Knoxville Public Library, Knoxville, Iowa

± 16,835 sf main library. Planning completed 2011, project in funding campaign.
Services provided: building program, architect selection, and schematic design consultation.
Roslin Thompson (641) 828-0585

Carlisle Public Library, Carlisle, Iowa

±12,00 sf main library. Planning completed 2012.
Services provided: space needs assessment, building program, architect selection.
Kerri Weston, Director (515) 989-0909

Robey Memorial Library, Waukon, Iowa

± 11,500 sf main library. Planning completed 2012, building opened 2013.
Services provided: space needs assessment, building program, and schematic design consultation.
Rick Meyer, Director (563) 568-4424

Hiawatha Public Library, Hiawatha, Iowa

± 32,760 sf main library. Planning completed 2014.
Services provided: building program, architect selection, site selection, and schematic design consultation.
Jeaneal Weeks, Director (319) 393-1414

Nevada Public Library, Nevada, Iowa

± 17,000 sf main library. Planning completed, building opened 2014.
Services provided: space needs assessment, building program, architect selection, schematic design consultation.
Beth Williams, Director (515) 382-3552

Cedar Rapids Public Library, Cedar Rapids, Iowa

93,000 sf new main library. Planning completed 2012, building opened 2013.
Services provided: building program, architect selection, design review following complete flood devastation of existing main library.
Bob Pasicznyuk, Director (319) 398-5123

Pontiac Public Library, Pontiac, Michigan

60,000 sf main library project. Planning completed 2011.
Services provided: building program. In association with Fanning/Howey Associates.
Michael Lamb, Interim Director, (248) 857-7667

Cascade Public Library, Cascade, Iowa

± 8,456 sf main library. Planning completed 2011.
Services provided: building program.
Nancy Pfab, Director (563) 852-3222

Algona Public Library, Algona, Iowa

21,330 sf main library, expansion / renovation. Planning completed 2011.
Services provided: building program and schematic design.
In association with FEH Associates.
Kyle Neugebauer, Director (515) 295-5476

Platteville Public Library, Platteville, Wisconsin

± 30,400 sf main library. Planning completed 2010.
Services provided: building program, architect selection, and schematic design consultation.
Carolyn Schuler, Director (608) 348-7441

Baraboo Public Library, Baraboo, Wisconsin

± 36,000 sf main library, addition/renovation. Project in fundraising.
Services provided: building program and schematic design consultation.
In association with OPN Architects.
Meg Allen, Director (608) 356-6166

Walker Memorial Library, North Muskegon, Michigan

± 18,800 sf branch library. Planning in completed 2009.
Services provided: building program.
Charlene Zoet, Branch Director (231) 744-6080

Nobles County Library, Worthington, Minnesota

± 35,000 sf main library, addition/renovation. Planning completed 2009.
Services provided: space needs assessment and building program.
Roger Spillers, Director (retired) (507) 295-5340

City of Fitchburg, Fitchburg, Wisconsin

± 38,000 sf main library, all new construction. Building opened July, 2011.
Services provided: space needs assessment, building program, capital budgets, design review.
Creation of an entirely new municipal library organization. In association with HGA
Anthony Roach, City Administrator (608) 270-4200