

**Commerce Township Community Library  
2869 N. Pontiac Trail  
Library Advisory Board Meeting  
Wednesday, October 22, 2014 7:00PM**

ITEM 1 – Approval of Agenda

ITEM 2 – Approval of September 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. Library building – location

ITEM 11 - Township Board Remarks

ITEM 12 – Recommendations to the Township Board of Trustees

ITEM 13 – Other Matters

ITEM 14 – Adjournment

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for  
Wednesday, December 10, 2014

**Final  
CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, October 22, 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 LaFond, supported by Sternberg, to approve the October 22, 2014 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** LaFond, supported by Sternburg, to approve the September 24, 2014, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

No report

**DIRECTOR'S REPORT**

Director Ozinga –

1. Architects

Contract is complete.

2. Library building - location

Dodge Park, northwest corner.

3. Friends

As of Saturday the Friend's book sale had brought in \$3779.

The library budget was approved with the exception of the Communication Marketing Adult position. One part time position was approved to change to a full time position. Library staff will receive a 2% raise in salary.

There will be a special Christmas Eve Book Sale on the first Saturday after Thanksgiving.

The library architects will be looking at a library building in Grand Rapids, Michigan.

**NEW BUSINESS**

Hiscox - Marketing Committee – passed out a synopsis of their meeting for members to review. One item they are concerned with is if the library is constructed as a two story building, then it would require additional employees to staff it. They cannot work on marketing ideas until they know the location and size of the new library building.

Garbutt – She will spread the news about the new library building when conducting programs at Commerce school.

Ozinga - There is an online homework website called tutor.com that would be helpful for K-12 students.

**OLD BUSINESS**

**a. Library Building - Location**

Director Ozinga -

Dodge Park will be the location for the new library.

**TOWNSHIP BOARD REMARKS**

Law –

- Budget is complete.
- Dodge Park was chosen as the location for the new library building.
- He believes the Communication Marketing Adult position was not approved by the Township Board because they would like to get the library up and running first.
- A 2% raise was approved for library staff.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

Garbutt – A bench will be placed at the Little Free Library in Long Park. Bookmarks from the library will be placed in the books. She will also place program brochures in the books.

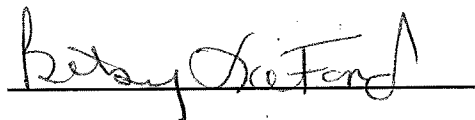
Ozinga –

- The Fire and Police Departments will hold a free “Halloweenie Lunch” on October 30, 2014.
- Big Rapids, Michigan is doing a major renovation on their 100 year old library building and have moved approximately 50,000 books in four days.
- The Library Conference will be held late October in Novi, Michigan next year.

**ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 7:30 p.m.

**MOTION CARRIED UNANIMOUSLY**



The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday December 10, 2014.

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, September 24, 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  
Jason Pernick, Vice-Chairperson  
Barry Hiscox  
Betsy LaFond  
Shane Lakner  
David Law

**Absent:** Judy Sternberg (excused)

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

**APPROVAL OF AGENDA**

**MOTION** by Hiscox, supported by Law, to approve the September 24, 2014 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** LaFond, supported by Lakner, to approve the August 27, 2014, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT:**

Director Ozinga gave an update on the financial report.

**DIRECTOR'S REPORT**

Director Ozinga –

Health insurance was switched over to Blue Cross Blue Shield. We are waiting to receive the BCBS insurance cards.

1. Architects

The Township Attorney is still working on finalizing the contract with Penchansky Whisler.

2. Library building - location

This is yet to be finalized by the Township Board. It is on their agenda for their special meeting on the 23rd, the night before our meeting.

3. Cardholder map

The attached card holder map shows a red dot for every library card address. They look pretty evenly spread around the township.

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**The following was submitted by Abigail Daniels, Youth & Teen Services Manager:**

Total registration for the Youth Department's Summer Reading Program was 513. This broke down in the following way: Youth (Preschool – grade 5) 436 Teen (grades 6 – 12) 77

The summer's total enrollment showed only showed a 3.8% increase over enrollment in 2013 (494), despite distributing 4,260 summer reading flyers to area schools.

Out of 513 children enrolled in Summer Reading, 41% (208) completed the program. This is a 5% decrease in the number of children completing the program over 2013 (218). This year's finishers broke down in the following way: Youth (Preschool – grade 5) 44% completed (192 kids) Teen (grades 6-12) 21% completed (16 teens) The Youth registration increased by 8 % over 2013 (404), while the completion rate did not change from 2013 (44%). Unfortunately, the Teen registration rate dropped by 14% over 2013 (90 teens), and the completion rate for teens had a 64% decrease when compared to 2013 (44 teens).

**DIRECTOR'S REPORT (continued)**

We offered 63 programs during June, July and August in 2014, which is a 15% decrease over the total number of programs offered in 2013 (74). Because of low attendance at August 2013 programs, and in order to better prepare for fall 2014 programming, the Youth Department offered fewer programs in August 2014 than in August 2013. Attendance at programs offered in June, July and August 2014 totaled 4,072 people, which is a 2.4% increase over 2013's summer program attendance of 3,976 people. Teen program attendance increased by 57% this year, from 337 in 2013 to 530 in 2014.

**NEW BUSINESS**

None

**OLD BUSINESS**

**a. Library Building - Location**

Director Ozinga -

As of this date, the location for the library has not been determined.

**b. Library Building Program**

No update.

**TOWNSHIP BOARD REMARKS**

Law -

- Currently working on the budget.
- Library location - There will be a Special Meeting on Tuesday, September 30, 2014 at 7:00 p.m. to discuss library locations. He would like to hear recommendations from the Parks and Recreation Committee members.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

Garbutt -

- Received a call from a resident who recommends that the Township build two small libraries instead of one large library.

**OTHER MATTERS (continued)**

Garbutt –

- Another resident would like to place and maintain a “free library” in Long Park. Garbutt will review, with the resident, areas of Long Park to place the “free library”.

**ADJOURNMENT**

**MOTION** by Lakner, supported by Pernick, to adjourn the meeting at 7:20 p.m.

**MOTION CARRIED UNANIMOUSLY**

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The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday October 22, 2014.