

Review
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, October 23, 2013
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 23, 2013 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the September 25, 2013 Library Advisory Board Meeting Minutes with a correction to pay 5, 9th paragraph add: ***“Hiscox agreed with this two pronged approach.”***

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT:

Director Ozinga reviewed the financial report with the Board.

DIRECTOR'S REPORT

Director Ozinga reported on the following:

1. ALA Right to Libraries

Declaration of the Right to Libraries

This was developed this year by the American Library Association. You can see it at: <http://www.ala.org/advocacy/declaration-right-libraries>

Adult Services Manager Marika Zemke recently attended a workshop on Making Your Library's Presence Felt in Your Community. Included in your packet is a memo from Marika outlining highlights from the workshop.

The proposed 2014 budget has been submitted. We have changed the name of the community tech project to the Digital Media Lab and have once again included in the budget a part time employee for that project and the purchase of a free standing fax and scan piece of equipment. In the budget was a proposed salary increase of 2% for non-union full time employees and funding for one part time employee.

The Chamber of Commerce Expo and Taste Fest was cancelled.

The Rotary will hold their carnival in May 2014.

OLD BUSINESS

a. Friends of the Library

Director Ozinga - The Friends of the Library book sale is set up and the member preview will take place during our meeting.

b. Long Range Plan

Director Ozinga – Review of the first rough draft took place. The next part of this project is developing actions that will lead us to accomplish the items listed in the plan. Staff will be working on this during our November 11, 2013 staff in service day. I suggest that the LAB schedule a working session between the November 11, 2013 and Thanksgiving to review those staff suggestions, add their own, and prepare to present the plan to the

OLD BUSINESS (Long Range Plan continued)

Township Board at their meeting on December 10, 2013. Perhaps we could meet on November 13, 2013.

Staff and I came out of the planning day with two specific areas to address: Marketing and PR and the appearance of our web page.

NEW BUSINESS

1. 2014 Board Meeting Dates

Meetings are held on the 4th Wednesday of the month at 7 p.m. unless otherwise noted.

January 22, 2014
February 26, 2014
March 26, 2014
April 23, 2014
May 28, 2014
June 25, 2014
July 23, 2014
August 27, 2014
September 24, 2014
October 22, 2014
December 10, 2014 (combined November/December)
PLA Conference March 12 to 15, 2014
MLA Conference October 15 to 17, 2014

2. 2014 Holiday Closings

New Year's Day Wednesday, January 1, 2014
Martin Luther King Day Monday, January 20, 2014
President's Day Monday, February 17, 2014
Easter Sunday, April 18, 2014
Memorial Day Sunday, May 25, 2014
Memorial Day Monday, May 26, 2014
Independence Day Friday, July 4, 2014
Labor Day Sunday, August 31, 2014
Labor Day Monday, September 1, 2014

NEW BUSINESS (2014 Holiday Closings continued)

Veteran's Day Tuesday, November 11, 2014
Thanksgiving day before Wednesday November 26, 5 p.m. close
Thanksgiving Thursday, November 27, 2014
Thanksgiving Friday, November 28, 2014
Christmas Eve Wednesday, December 24, 2014
Christmas Thursday, December 25, 2014
New Year's Eve Wednesday, December 31, 2014
New Year's Day Thursday, January 1, 2014

Easter Sunday, Memorial Day Sunday, and Labor Day are closed days. They are not paid holidays. No employees are scheduled to work those days.

3. Hiscox Proposal Motion

Presentation and Motion to the Library Advisory Board tabled by B.A. Hiscox

Presentation

Following the decision of the LAB (pursuant to suggestion by Pernick/Hiscox) to pursue a twin approach regarding strategic planning, such approach was suggested by Hiscox to the Planning Consultants at the workshop held at the Library on Saturday, October 5, 2013 and was subsequently adopted by the consultants as the pattern for the workshop.

The two separate approaches being in respect of:-

- 1) Planning for expansion of library services to the community in the short term (say up to three years, on **existing** premises.)
- 2) Planning for a new larger library building (say on the existing site).

Township Supervisor Zoner confirms that the existing building/site is now owned by the Township.

It became apparent during the workshop that, notwithstanding the uncertainties of the future, both the Township and the Library suffers from an identity problem which critically needs to be addressed by more aggressive marketing and publicity. After full and meaningful discussion from various representatives of the community it was suggested by the consultants that the lead for developing all aspects of the two-pronged approach should perhaps be 'fronted' by the Library Advisory Board. I therefore put forward the following:-

NEW BUSINESS (Hiscox Proposal Motion continued)

Motion for approval/adoption:-

Three Sub-Committees should be formed under the auspices and control of the LAB, each sub-committee being chaired by an existing appointed member of the LAB. Each subcommittee should be empowered to secure the sub-committee membership of:

- (a) A staff member of the Library
- (b) A committed 'specialist' in the subject matter of a particular Sub-Committee.
- (c) An interested and committed member of the general public who is a library card holder.
- (d) Preferably, a representative from the Township Trustees.

Thus, each sub-committee should constitute a maximum of five members.

The three Sub-Committees should be:

- 1) Marketing and Publicity
- 2) Finance and General Purposes (development of services at existing location)
- 3) New Library Development.

Each Sub-Committee to meet as and when required, at the Library, during Library Opening Hours to enable attendance of the Library Representative. Each Sub-Committee to present written reports/proposals to the regular LAB meetings for adoption by the LAB.

I urge the LAB to adopt this motion and instigate appointment of the three Sub-Committees.

Committee Chairmen

B.A.Hiscox

Hiscox presented amendments to the above as follows:

- a) Agreement still sought in principle for the setting up of the three named Sub-Committees.
- b) The constituent members of the Marketing and Publicity Sub-Committee to remain as proposed because this is a Township-wide issue, not limited to library matters.
- c) The Finance and General Purposes Committee to be "in-house" under the control and chairmanship of the Library Director (incorporating "outside help" as and when deemed necessary.
- d) The New Library Development Committee to remain as proposed.

NEW BUSINESS (Hiscox Proposal Motion continued)

Director Ozinga suggest that we wait to make any decision about Barry's motion until the plan is complete. She expects several of those items to be specifically addressed in the Long Range Plan. Director Ozinga and her staff came out of the planning day with two specific areas to address: marketing and PR and the appearance of our web page.

MOTION by Lakner, supported by LaFond, to Table Barry Hiscox's Proposal for strategic planning until the next Library Advisory Board Meeting.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

None

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

None

ADJOURNMENT

MOTION by Sternberg, supported by Lakner, to adjourn the meeting at 8:00 p.m.

MOTION CARRIED UNANIMOUSLY

The next meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, December 11, 2013.