

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Monday, February 22, 2012
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
Carol Keeler, Secretary
Betsy LaFond
Judy Sternberg
Rick Sovel

Absent: Jason Pernick, Vice-Chairperson, excused; Ann Marie Kelley, Connie Jo Ozinga, Library Director

APPROVAL OF AGENDA

MOTION by Sternberg, supported by Sovel, to approve the February 22, 2012 Library Board Agenda as presented. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

Betsy LaFond made changes to the minutes from January 25, 2012. On Page 1 under Approval of Minutes change Judy Sternberg to Betsy LaFond. Also on Page 3 under Other Matters change Judy Sternberg to Betsy LaFond.

MOTION by LaFond, supported by Sternberg, to approve the January 25, 2012 Library Advisory Board Meeting Minutes as amended. **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

Lauren Grace a 7th grade resident thanked the Library Board for everything they do and for them to never feel taken for granted. She stated that she and one of her siblings are homeschooled and love the wholesome movies that are shown at the library and the great selection of books available.

Her mother stated she has a 7 year old who attends public school because of his special needs, he also uses the library. Her husband is self employed and has received help from library employees on many occasion. Her home school group meets at the Southfield Library monthly and she will speak to them about holding some future meetings here at the Commerce Township Community Library so everyone can see how nice it is.

Jeremy Riggs was also present. He is in his final year at Wayne State. He stated he would like to offer his tutoring services to the library. He has been a involved in the Big Brother program in Detroit in the past and would like something similar implemented in this area. He provided the board with his contact information.

CORRESPONDENCE

There was no correspondence.

FINANCIAL REPORT

There was no financial report available.

DIRECTOR'S REPORT

Director Ozinga was not present to discuss the Paypal Option.
Directors Report was as follows:

Tabled

Construction project is done, open house went nicely and teen room has been very popular.

Meeting room policy draft 2 reflects changes discussed at January meeting.

Cleaning: We continue to be very unhappy with our cleaning service. With additional space to be cleaned the monthly price has gone up to \$1,800 or \$21,600 annually. Add to that Carl's wages and we would have over \$30,000 available. Carl's last day will be the end of the month. Tim from the township will be handling snow removal and will be on call for other problems. It is my recommendation that we hire a part-time janitor/maintenance person for 27 hours per week. If we find that Friday to Monday is too long to go without bathroom cleaning we could bring in a cleaning service once each weekend.

If you wish to go forward with this idea, I will have a job description for you next month.

OLD BUSINESS

a. Meeting Room Policy

The Library Board discussed the updated policy. Some of the discussion included:

Time frame of scheduling, Definition of "parties", Unsupervised children, Reservation of audio visual equipment, Security Deposit, Inappropriate behavior

Chairperson Barb Garbutt will submit all changes to the Library Director Connie Jo Ozinga.

b. Friends of the Library

They are getting ready for the book sale.

c. Back End Construction Project

There was no discussion on this item.

NEW BUSINESS

Chairperson Barb Garbutt stated the signs on M-5 and on Library Dr look great. It would be nice to have another library sign on Oakley Park Rd at the round-about. She also stated there should be more adult programs now that construction is complete.

Rick Sovel stated a quarterly calendar of all programs should be set and either mailed or published on the website far in advance to have success.

Chairperson Barb Garbutt stated the reason for lack of scheduling in the past has been due to lack of personnel. They are interviewing for an additional children's services staff, after that is filled they will go onto filling an adult services staff member.

TOWNSHIP BOARD REMARKS

None

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

Rick Sovel will recommend to the Township Board:

Cleaning/Maintenance Bid

Additional Library sign at Oakley Park Road

OTHER MATTERS

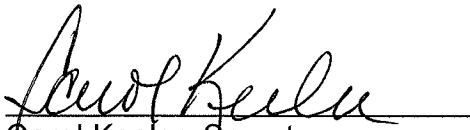
Carol Keeler brought up the potholes in the parking lot and wondered if there was a plan to fix them.

Rick Sovel stated the township would be responsible for the parking lot but would come out of the Library budget.

ADJOURNMENT

MOTION by LaFond, supported by Kelley, to adjourn the meeting at 7:50 p.m.

MOTION CARRIED UNANIMOUSLY


Carol Keeler, Secretary

The next meeting of the Commerce Township Library Advisory Board will be Wednesday, March 28, 2012 at 7:00 p.m. at the Commerce Township Community Library.