

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, April 25, 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
Jason Pernick, Vice-Chairperson
Rick Sovel
Judy Sternberg

Absent: Carol Keeler, Secretary (excused)
Ann Marie Kelley (excused)
Betsy LaFond

Also Present: Connie Jo Ozinga, Library Director
Pat Hillebrand, President Friends of the Library

APPROVAL OF AGENDA

MOTION by Sternberg, supported by Sovel, to approve the April 25, 2012 Library Board Agenda, as presented. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by Sternberg, supported by Pernick, to approve the March 28, 2012 Library Advisory Board Meeting Minutes, as submitted. **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

There was no one present with comments.

CORRESPONDENCE

None

FINANCIAL REPORT

Director Ozinga reviewed the Revenue & Expenditure Report.

DIRECTOR'S REPORT

a. Book purchase wish list - Last month a board member brought up the idea of having a list of books we wish to purchase for which patrons could donate money. I did talk about this with the staff, who basically said if we can generally afford to buy the stuff we want why we would we want to put it on a wish list and hope someone sponsors it. I suggested this might be a place for expensive nonfiction. Any gifts received would be receipted as miscellaneous revenue and could not be used to increase the book budget. Is this something the board wishes to go ahead with?

Donations in the form of money are applied to the General Fund. It was the consensus of the Board to accept a book or a material item (i.e. bench, bricks) in memory of someone. Connie Jo Ozinga will look at ways to advertize the library accepting donations.

b. Carpet - I am still looking to get three estimates on carpet.

c. Statistics – Pleased with increased usage of the library.

The Organizational Chart for the library is completed. The Township Board of Trustees requested this at their April 2012 meeting.

OLD BUSINESS

a. Meeting Room Policy

Connie Jo Ozinga - Policy was presented to Township Board. They have asked for three changes and resubmittal to them once those are done. These are 1. Resident of Commerce Township rather than Commerce Township Community Library district resident, 2. Include policy room capacity as established by Fire Marshall, and 3. Form to be revised to include hold harmless statement in form required by township insurance carrier. I am waiting for the room capacity as determined by Fire Marshall Todd and will have policy with revisions at the May Township Board meeting.

OLD BUSINESS (Meeting Room Policy continued)

It was the consensus of the Board to change the policy as follows:

Paragraph #1 – delete the second sentence: **“The meeting rooms are available to groups on the community regardless of the beliefs and affiliations of their individual members.”**

Page 1 , bullet #1 – replace the word “library” with: **“Commerce Township”**.

Page 1, bullet #7 – change the first sentence as follows: “The individual reserving and assuming responsibility for the room must be a resident of the Commerce Charter Township, hold a current **Library** card, **have no outstanding balance owed on that library card**, and be at least 21 years old.

Page 1, bullet # 11 – change (1) and delete (2) and (3) as follows: (1) It conflicts with the operation of the library **or** the room is needed for a library-sponsored activity.

Page 1 – add a bullet #12 to read: **“The library reserves the right to cancel if the group fails to comply with library policy.”**

Page 2, bullet # 7 – change to read: “Use of the meeting rooms shall conform to **all library policies including the library’s Property and Building Use Policy.**”

Page 2, bullet #8 – change to read: “The Director or her/his designee has the power to terminate any meeting **use which disrupts** Library operations.”

Page 2, bullet #9 – delete: **“No visible guns or weapons are allowed.”**

MOTION by Pernick , supported by Sovel, to authorize the re-writing of the Meeting Room Policy with the items discussed and bring back to the Library Advisory Board in May 2012 for approval. **MOTION CARRIED UNANIMOUSLY**

b. Friends of the Library

Pat Hillebrand, President of the Friends of the Library, was present to advise the Board of the following:

- The Book Sale will take place in May 2012.
- They received \$2,500 from books sold online.
- They received a large donation of Jane’s reference books (modern warfare books).
- Mission Base Books is the company scanning the books for the library.

OLD BUSINESS (Friends of the Library continued)

- Since inception, the Friends of the Library received \$59,000.00 in revenues.
- They are working on the layout of the room for the book sale and are utilizing the shelves installed.
- A banner will be on the gazebo and another banner will be on the backside of the fence behind the dumpster. Sovel – they should look into installing a banner over Martin Parkway, if allowed by the County.
- Kitchen – Cabinets ordered and some utensils purchased.
- They will pay for the adult children summer reading programs, coffee mugs, books, and performers. They committed \$2,000 for “Geek the Library”.

Connie Jo Ozinga - Friends of the Library purchased frames for the READ posters that we will be put up in the hallway. They have also agreed to sponsor children and adult summer reading club expenses including programs and giveaways.

Note – Garbutt and the Board thanked the Friends of the Library for their efforts and input.

c. Janitor/Maintenance

Connie Jo Ozinga - Township Board will not support replacing Carl or other versions of this position we suggested. I met with Mr. Zoner and the other elected officials regarding this and we are going to put cleaning out for bids with an on-call handyman component. She will proceed with obtaining a maintenance person.

d. Exterior Paint

Connie Jo Ozinga - Township board has requested 3 quotes. I have obtained spec sheets from when DDA got quotes and will be working on this.

e. Signs update

Connie Jo Ozinga - Use of library highway signs must be approved by Road Commission. Ben has been serving on the sign/publicity committee and they have just begun looking at signs. In addition to the highway signs I have asked the committee for two additional signs. One that says library with arrow directing vehicles on Library Dr. where to turn into parking lot and one in the parking lot that directs drivers to entrance.

f. Adults Services Manager position

Connie Jo Ozinga - Job description was approved by Township Board. The position has been posted. Closing date is May 7, 2012.

OLD BUSINESS (Friends of the Library continued)

g. Geek the Library

Connie Jo Ozinga - Friends of the Library have committed \$2,000 to support this promotion. More next month. At some point you will be asked to have your picture taken wearing a tee-shirt saying "I geek _____(fill in)". What do you geek?

NEW BUSINESS

Sovel – "Needs analysis" should be placed back on the agenda under Old Business.

TOWNSHIP BOARD REMARKS

Sovel – Mr. Sovel stressed the importance of open communication because he is the liaison between the Library Advisory Board and the Township Board of Trustees.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

None

ADJOURNMENT

MOTION by Sternberg, supported by Pernick, to adjourn the meeting at 8:45 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next meeting of the Commerce Township Library Advisory Board will be Wednesday, May 23, 2012 at 7:00 p.m. at the Commerce Township Community Library.