

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, October 24, 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
Betsy LaFond
Shane Lakner
Rick Sovel
Judy Sternberg

Also Present: Connie Jo Ozinga, Library Director

Carol Keeler resigned from the Library Advisory Board.

APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the October 24, 2012 Library Board Agenda, as submitted. **MOTION CARRIED UNANIMOUSLY**

APPROVAL OF MINUTES

MOTION by Sternberg, supported by Lakner, to approve the September 19, 2012 Library Advisory Board Meeting Minutes with a correction to page 2 Director's Report, second paragraph add "**Library**" after "Douglas County Colorado" and on page 3 Director's Report, first paragraph change "over dues" to "**overdues**". **MOTION CARRIED UNANIMOUSLY**

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

Director Ozinga reviewed the Revenue & Expenditure Report period ending September 30, 2012.

DIRECTOR'S REPORT

Director Ozinga

The Michigan Library Conference will be held at Cobo Hall and hotel reservations will be at the Detroit Marriot at the Renaissance Center.

Food for Fines

889 pounds of food was delivered to Hospitality House. Approximately \$450 in fines were waived and 77 lost books were returned.

Programming classes are continuing at the library.

Unique Management

We are answering questions for both Unique and TLN in order to get this up and running. Unique has set our go live date as November 12. I will attach our current discussion list on parameters.

Policy review

In our recent policy review I noted that neither the Library Bill of Rights or the Freedom to Read statement were referred to in our collection development policy or adopted as CTCL policies. Do you wish to do so? This item has been Tabled. I will have printed copies of both documents.

Board dates 2013

I have once again scheduled a combined Nov/Dec meeting.

Library Closing Dates 2013

I am proposing closing on the day after Thanksgiving, as numbers last year were so low, it just was not worth it. Full time employees receive a paid holiday.

DIRECTOR'S REPORT (continued)

Unique Management, library collections

The township board has agreed to the use of Unique Management for library collections. We expect to begin in mid October. Unique will contact patrons who owe at least \$25.00 in overdue materials and fines. Note that the final step in their process is credit reporting.

The board also approved a two-week food for fines amnesty promotion to begin October 1. The promotion will focus on returning overdue material before collections kick in but will also apply to all fines owed.

New Unique contracts apply to transactions initiated in the last six months.

There is a separate agreement for older items and the returns and fines covering costs guarantee does not apply. Do you want to do this? Several Unique related documents are attached; I think you have seen most of these already.

OLD BUSINESS

a. Policy review

This was Tabled under Approval of Agenda.

MOTION by Sovel, supported by Pernick, to remove Policy Review from the Table.

MOTION CARRIED UNANIMOUSLY

Policies:

- Library Bill of Rights
- The Freedom to Read Statement

The Township attorney should prepare the policies.

MOTION by LaFond, supported by Sternberg, to send Policy Review back to the Township Board.

MOTION CARRIED UNANIMOUSLY

OLD BUSINESS (continued)

b. Unique Management, library collections

Working on a list of patrons to submit to Unique Management.

Collection parameters:

Refer only those patrons with the following user profiles:

- All general levels
- All nonresident levels
- All contract levels
- Sasguest
- Temp
- Michicard

Submit any patrons that have at least one lost bill from Comm.

Send to collection for just lost bills, exclude damaged.

****If a patron is sent to collections based on lost items, any other types of charges outstanding on the account will be included in the total sent to collections.****

Set minimum amount owed at \$25.00.

In computing the balance, overdues are included in the total, but the account must include at least one bill for a lost item for it to be referred to collections.

Do not refer accounts older than 60 days except as exceptions determined by staff.

Add a collections fee of \$10 to the account when a referral is made.

Notification schedule:

Overdue notice – 10 days after due date

Assumed lost billing notice – 30 days after due date

These are the only two notices that go out via TLN.

This timetable fits with Unique's preference of generating referrals before 45 days past due, but don't we want to give patrons a few days to respond to the assumed lost billing notice prior to any collections referral?

c. Friends of the Library

They are having a book sale tonight at the library.

OLD BUSINESS (continued)

d. Long range plan – Tabled

This shall remain on the Table.

Sternberg shared an article regarding teens and e-books.

NEW BUSINESS

- a. 2013 Board meeting dates
- b. 2013 Holiday closings

MOTION by Sternberg, supported by Lakner, to recommend approval of the 2013 Library Advisory Board Meeting Schedule and the 2013 Holiday Closing dates for the Commerce Township Community Library, as corrected.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

Sovel –

- There is activity on the property at the library.
- The present Commerce Township Library structure may be a temporary location for the library; therefore, no additional capital improvements funds will be spent on this structure.
- The Township is projecting they will have to give back a portion of taxes collected from the “Big Box Stores” because of declining property values. This will affect the Township in a negative way.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

OTHER MATTERS

None

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ADJOURNMENT

MOTION by LaFond, supported by Sternberg, to adjourn the meeting at 7:47 p.m.

MOTION CARRIED UNANIMOUSLY

The next meeting of the Commerce Township Library Advisory Board will be Wednesday, December 12, 2012 at 7:00 p.m. at the Commerce Township Community Library.