

Draft
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Monday, September 26, 2011
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
Carol Keeler, Secretary
Betsy LaFond
Ann Marie Kelley
Judy Sternberg

Also Present: Connie Jo Ozinga, Library Director

Absent: Rick Sovel

APPROVAL OF AGENDA

MOTION by Keeler, supported by LaFond, to approve the Library Board Agenda with the addition of TLN Fund at the end of New Business as requested by Director Ozinga.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the August 24, 2011 Library Advisory Board Meeting Minutes as submitted.

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

There was no public present.

CORRESPONDENCE

There was no correspondence.

FINANCIAL REPORT

There was no financial report available for review.

DIRECTOR'S REPORT

Director Ozinga stated the township would like final minutes submitted as soon as available to the Deputy Clerk.

She also stated the Kindle is now available online. She discussed the number of books being returned to Commerce from other libraries through TLN. West Bloomfield does not belong to TLN so when books are returned from there, it is much more difficult to process and deliver.

OLD BUSINESS

a. Friends of the Library

The used book sale is scheduled to start on October 20.

b. Back End Construction Project

Construction should start by October 25, 2011 providing all goes as planned with the township board approval of the project at their meeting on October 11, 2011. Director Ozinga reviewed the floor plan and explained it to the board and discussed other updates.

c. Thoughts about 2012 budget

Director Ozinga stated she met with the township official regarding the libraries 2012 budget. The budget amount that was submitted was \$1,426,000.00 and after recommended changes the new amount is approximately \$1,365,000.00. After making the changes there will still be enough in the budget for additional employees in the future.

NEW BUSINESS

a. Cancel October Board Meeting. Schedule Special Meeting

MOTION by Keeler, supported by Kelley, to cancel October 26, 2011 meeting.

MOTION CARRIED UNANIMOUSLY

MOTION by Keeler, supported by Kelley, to create a special meeting on October 19, 2011.

MOTION CARRIED UNANIMOUSLY

b. TLN Fund

Director Ozinga stated there is a federal program for TLN Funds. Commerce currently has a balance in that account of approximately \$1,000. Supervisor Tom Zoner would like a policy written on how the funds will be used. Director Ozinga suggested that the library Broadband bills be paid out of this account.

MOTION by Pernick, supported by Sternberg to recommend to the Township Board that funds from TLN account be applied to the Broadband bills for the library.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

None.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

Copied from New Business:

MOTION by Pernick, supported by Sternberg to recommend to the Township Board that funds from TLN account be applied to the Broadband bills for the library.

MOTION CARRIED UNANIMOUSLY

OTHER MATTERS

Secretary Carol Keeler questioned whether there were going to be Adult Programs during the construction as she did not see them on the calendar. Director Ozinga explained that there will be no adult programs until the project is complete. No other programs will be affected.

ADJOURNMENT

MOTION by LaFond, supported by Sternberg, to adjourn the meeting at 7:54 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next meeting of the Commerce Township Library Advisory Board will be Wednesday, October 19, 2011 at 7:00 p.m. at the Commerce Township Community Library.