

Final 7/30/10
**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, July 28, 2010
2880 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
Ann Marie Kelley
Betsy LaFond
Rick Sovel
Judy Sternberg

Absent: Jason Pemick, Vice Chairperson-excused

Also Present: Ben Sebrowski, Interim Library Manager

APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the Library Board Agenda.
MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Sternberg, supported by Kelley, to approve the June 30, 2010, Library Advisory Board Meeting Minutes, as submitted.
MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Library Board reviewed the current financial report.

INTERIM MANAGER'S REPORT

Mr. Sabrowski reported on the following:

- Library Improvement Project – The winning bid for the project was approved at the July Township Board meeting. Work has begun and there has been little to no inconvenience to patrons.
- The Library Director Job description was unanimously approved without change at the July Township Board meeting.
- In addition to the reading lights for the Adult Summer Reading Program, the Friends have purchased over \$500.00 in new books for the children's program – each child that finishes the program gets a book.
- The Milford Garden Club donated \$100.00 to the library with a suggestion of some gardening books to add to the collection. Those books were purchased and gift plated and a letter of acknowledgement was sent to the group. This group has donated to us annually.
- The Summer Reading Program is still going strong. We have 413 children registered, 51 teens and 65 adults.
- RFID Migration – you may recall Eric included a proposal to migrate to a new RFID vendor in last year's budget (that information is included at the end of the packet). I have two official quotes and waiting on a third from another company. I would like to get your recommendation to move ahead with this project. (discussed in detail under New Business)
- The full time staff and I have been reviewing emergency procedures and I have now assigned a "Librarian in Charge" to each shift. This staff member will be in charge of coordinating and delegating any actions during an emergency.
- The full time staff also discussed ways of marketing our databases. Some ideas we are going to try include a monthly database of the month slide on the lobby TV monitor, a professionally printed bookmark to hand out at the desks and at outreach functions that tell people about the databases, and a monthly flyer highlighting a timely topic and how we were able to find information on it with databases.
- We received a state aid check from the State of Michigan. The check was in the amount of \$6,827.64. This check represents 50% of what we will be getting this year.
- Senior Book Discussion Group – Marika is letting the attendees of the next book discussion vote on a new name for their group. "The Seasoned Readers" was voted on as their new name. The events calendar will refer to it as Richardson Readers until implementing the new name and the wording had changed to let people know that it is for people 50 and older.

OLD BUSINESS

a. Facilities of the Library

- Held "garage sale" at the old Township Offices on Friday, July 23, 2010.
 - \$1,342.00 was raised

b. Library repairs and configuration

- Repairs have begun.
- Very little to no impact on patrons entering or exiting the library
- Contractor tying education into landscaping through library
- Will begin to use door in staff office/room as a delivery door when work on this phase is complete.

c. Director's Search

- Currently 10 applicants for director position
- The last day to apply is Friday, July 30, 2010
- There are a few out of state applicants.
- The Advisory Board would like previously suggested township staff and volunteers involved in the interview process for the Library Director's position.

d. Update on past requests

- Electric service and advertising budget reports were passed out to the Advisory Board detailing 2009 and 2010 total, and year to date expenditures
- All requests made to the Interim Library Manager have been addressed satisfactorily

NEW BUSINESS

a. Recommendations from October June 30

None.

b. RFID Migration

(Radio frequency identification)

- Want to include in this years budget, funding is available
 - Reviewed specs and equipment requirements
 - Reviewed quotes from 3M and ITG
 - Available options that may save on employee labor hours
 - 3M support is in person, ITG is telephone support
- Explained why the system installed in 2005 is now obsolete
- Explained benefits of moving to a new system

NEWSPAPERS AND RFID Migration (Continued....)

- Replacement system
- Spacing continues to be an issue, working in routine library maintenance along with installation of new system
- Estimated transition time is 3-4 months
 - Will work with Friends of the Library on volunteers
 - 3M providing 2 conversion stations, free of charge, for up to 6 months

After detailed discussion, the following Motion was made:

MOTION by Keeler, supported by Kelley, to recommend to the Township Board of Trustees, approval to purchase the RFID system from 3M, in the amount of \$81,789.00, plus shipping and handling.

MOTION CARRIED UNANIMOUSLY

TOWNSHIP BOARD REMARKS

Rick Sovel reminded everyone that next Tuesday, August 3, 2010, is election day. Don't forget to look at the BACK of the ballot as that is where most of the items pertaining to Commerce Township are located.

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None.

OTHER MATTERS

Library Pages position at library.

- Discussed duties
- Library employees Pat and Florence are classified as Library Pages
 - Employees' responsibilities differ from other part time Page positions. Both positions are more detail orientated than the high school students.
 - Process items coming through the mail
 - Enter into catalog computer system
 - Get materials ready for shelf
 - Pat pulls holds during the day and processes
- Can these two (2) positions be reclassified due to job duties?
 - Increase pay rate?
 - Doing many technical assignments in the library at the same pay rate

OTHER MATTERS

- Pages typically designed for seasoned employees looking to do something on a part time basis. This does not hold true for Pat and Florence, who both currently hold this title.
- Township is in downsize mode
 - Funding being cut in every department
 - Giving raises is not in the budget however reclassification can be discussed further

ADJOURNMENT

MOTION by Keeler, supported by Kelley, to adjourn the meeting at 8:37 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday August 25, 2010, at 7:00 p.m. at the Commerce Township Community Library.