

FINAL
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, August 25, 2010
2000 N. Pontiac Trail
Commerce Township, Michigan 48390

CALL TO ORDER: Barbara Gerbutt, Chairperson, called the meeting to order at 7:00 p.m. at the Commerce Township Library.

ROLL CALL:

Present: Barbara Gerbutt, Chairperson
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Betsy LaFond
Rick Sovel
Judy Sternberg

Absent: Ann Marie Kelley -excused

Also Present: Ben Sebrowski, Interim Library Manager

APPROVAL OF AGENDA

MOTION by LaFond, supported by Sternberg, to approve the Library Board Agenda with the addition of item "d" under old business.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Sternberg, supported by LaFond, to approve the July 28, 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.

Mr. Sobrowski indicated that the 100%+ amount spent for programming will not cause internal financial problems. There are several other line items that will not be used this fiscal year. Therefore, funds can be transferred as needed.

INTERNAL MANAGER'S REPORT

Mr. Sobrowski reported on the following:

- We received our 2009/2010 Penal Fines check from Oakland County. The amount was \$44,368.98. This amount was based on our certified population of 34,764 at a per capita rate of 1.276231. Last year's check was for \$46,487.70 – the change is due to a decrease in money taken in from penal fines and a drop in the amount divided up to us.
- The Summer Reading Programs ended...final numbers – 452 kids, 55 teens, and 68 adults registered. Mary, Elizabeth, and Marika will be submitting summaries of their programs, which I will include in next month's packet.
- I will be on vacation from September 3rd – September 22nd - The staff is now working with updated emergency procedures and contact information and know whom to contact in certain emergencies. As I reported last month, each shift has a designated "Librarian In Charge" to take the lead in case of emergency. Additionally, I will be available by cell phone or e-mail the entire time I'm gone. I have designated Mary Rice to be in charge of depositing money to the township while I'm gone. Pay roll will not be an issue – it's timed just right that I will submit it just before I leave and just after I return.
- Federal Stimulus Grant Money – On behalf of Michigan libraries, MSU applied for stimulus grant money to increase the number of computers available at public libraries. Our library was awarded money for an additional 2 computers, plus a matching amount. Because we don't have public desk space for two more computers at this time, two laptops for public, in library use have been purchased and received. A new firewall appliance was purchased with the matching amount to upgrade our current firewall.
- The new movie screen that was donated by the Friends of the Library was installed just prior to our first summer movie event. It looks great and makes a big difference.

INTERIM MEMBERS REPORT (Continued...)

- ESL Collection – Merika has put started a new ESL (English as a Second Language) collection in adult non-fiction. The books are in their own section and are marked with special ESL stickers so customers can find them easily.

Mr. Sobrowski discussed his recommendations for the 2011 budget. Figures have been submitted to the township. Those figures included funds for operations, some renovation and technology needs.

There is a new designated area for deliveries located in the rear of the library. It is more efficient and causes less inconvenience for the patrons.

OLD BUSINESS

a. Friends of the Library

No new information to report on.

b. Library repairs and configuration

- Phase 1 is complete.
- Windows require flashing, currently working toward a resolution.
- Phase 2 has been presented, which involves additional landscaping and some security.
- There is no additional work scheduled for the remainder of the year.

c. Director's Search

- 20 applicants for director position
- 7 applicants were interviewed
- 4 applicants were recommended to the Township Board for consideration
- Township Board interviews to take place in September, 2010

d. RFID Migration (Radio frequency identification)

- Recommendation from the Library Advisory Board was approved unanimously by the Township Board of Trustees
- The conversion stations, staff stations, and tags have been ordered from 3M
- 3M will assist with installation
- Plan, with a timetable, is in place for retagging items

NEW BUSINESS

a. Update policy - Unattended children

- After discussion, the Library Advisory Board requested the staff clearly identify the problem(s) and bring suggestions to the Advisory Board at the regularly scheduled meeting in September.

TOWNSHIP BOARD BUSINESS

Mr. Sovel discussed the following with the Advisory Board:

- Making progress on acquiring legal description of the library and transferring building to the township.
- Budget meetings, at the township level, have started

RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None.

OTHER MATTERS

Mr. PERNOCK asked if an additional monitor could be placed behind the circulation desk to serve as an additional source of program and library information. Discussion followed.

ADJOURNMENT

MOTION by Sovel, supported by LaFond, to adjourn the meeting at 8:05 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday September 22, 2010, at 7:00 p.m. at the Commerce Township Community Library.