

**Final  
CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
Wednesday, July 27, 2016  
2869 N. Pontiac Trail  
Commerce Township, Michigan 48390**

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

**ROLL CALL:**

**Present:** Barbara Garbutt, Chairperson  
Betsy LaFond  
Shane Lakner  
Judy Sternberg  
Thomas Zoner

**Absent:** Jason Pernick, Vice-Chairperson  
Barry Hiscox

**Also Present:** Bill Wines

**APPROVAL OF AGENDA**

**MOTION** by Sternberg, supported by Lakner, to approve the July 27, 2016 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**APPROVAL OF MINUTES**

**MOTION** by LaFond, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of June 22, 2016, as submitted. **MOTION CARRIED UNANIMOUSLY**

**PUBLIC COMMENTS**

None

**CORRESPONDENCE**

None

**FINANCIAL REPORT**

Reviewed the Revenue and Expenditure Report for the period ending 6-30-2016.

**DIRECTOR'S REPORT**

Library Director Ozinga is on sick leave and could not attend the meeting.

**In the Director's Absence:**

While Connie is on leave, Director Duties have been split between Bill Wines, Head of Circulation and Technical Services, and Ben Sebrowski, Director of Technology. Bill will be in charge of library personnel matters and handling matters with patrons that would normally be addressed by the Director. Ben will be handling the bulk of the administrative tasks handled by Connie. Both will work with Mr. Zoner and Chuck Kummer on the new building project. Feel free to contact them with any questions [bwines@commercelibrary.info](mailto:bwines@commercelibrary.info) or [bsebrowski@commercelibrary.info](mailto:bsebrowski@commercelibrary.info)

The Commerce Library will be introducing a new service called HOOPLA. This service provides library patrons free access to streaming movies, TV and music, and downloadable eBooks and eAudiobooks.

Library cardholders can check out five items per calendar month. Sign up is easy (you just need to provide your library card and PIN), and you can view content on your computer, smartphone, or tablet. Please feel free to preview the service that's set to go live in a few days – go to <http://www.commercelibrary.info/hoopla>

**From Circulation Services:**

As you know, the Commerce Library is a member of "The Library Network" (TLN) co-operative and takes part in its shared automation system (computer system that tracks item data, checkouts, check-ins, inventory, etc. and the online web catalog). The TLN member libraries have decided to form an RFP (Request for Proposals) committee to investigate other automation systems. TLN has used the same automation system for longer than we've existed as a library and it has been decided that it's time to see what else is out there. This does not mean we are necessarily switching, it's just an opportunity to find the best system for TLN patrons and staff.

**From Youth Services:**

Summer reading began June 1st, and so far Youth & Teen have 385 kids enrolled. The participants are keeping track of the number of DAYS they spend time reading, and also how many activities they complete from a list included in the reading/activity log -- each DAY they spend time reading is worth 1 point; each activity they complete (sign up for summer reading, attend a library program, download an eBook or audiobook from

**DIRECTOR'S REPORT (From Youth Services continued)**

the website, etc.) is also worth one point. The goal is to earn 50 points by July 31st to complete the program. At 25 points the kids get a cookie coupon from Great Harvest Bread, and they choose a toy from the treasure chest. At 50 points the kids get a coupon to Carino's (Youth) or a coupon to Dairy Queen (Teen), they choose a book to keep, and are entered into the Grand Prize Drawing (Youth-Toys R Us gift card; Teen - Amazon gift card).

Youth and Teen programs have been great successes this year. The performers we've had in this year have been well received, especially Nelson's Wildlife Safari, which brought a Siberian Lynx to the library -- and allowed the kids to pet her sides and back! Other animals Nelson brought included a red fox, a groundhog, a skunk, several sugar gliders, a banana-catching toucan (who didn't actually catch any bananas!), and an American alligator. People were allowed to pet/touch all the animals except the skunk -- she was only 8 weeks old and was at the program to help her get used to being in front of a crowd. It was an excellent program, fun and educational!

**From Adult Services:**

The Adult Department continues to implement exclusive, new features for our patrons. The latest feature is our "Upcoming New Titles" display. Books are typically ordered 3 - 4 months in advance of publication and the Adult Department wanted to inform our patrons about upcoming titles, specifically titles from our "Get-in-Line Hold Service". Book jackets of select titles from the "Get-in-Line Service" are printed, including the publication date and displayed near the new book section, along with signup sheets for the Get-in-Line Hold Service. The following was posted to the Library's Facebook page, with over 440 views! The Adult Department has also been contacted by other libraries asking how we started this service and complimenting us.

When discovering a not-yet-published book that you're excited about, you: 1. Tell yourself that you are going to remember it for later and then forget, 2. Put it on your to-read list, 3. Tell your friends, and hope they'll remember the title, or 4. See a display of Upcoming New Titles at the library and either place a hold, or sign up for the service Get-in-Line. Take a look at the new display and pick up a Get-in-Line form and never forget an upcoming title again!"

**NEW BUSINESS**

None

**OLD BUSINESS**

**A. New Library**

Supervisor Zoner gave an update on the progress of the new library building.

Lakner is concerned that rooms in the library building will be contracted out for events such as wedding receptions, parties, etc.

**TOWNSHIP BOARD REMARKS**

During the July 12, 2016 Township Board of Trustees Meeting it was mentioned by a resident that too many trees are being removed from the Township during development of sites and questioned if the Township should have a Tree Ordinance.

The purchase of a 2017 Chevrolet Tahoe 4WD 4-door vehicle for the Fire Department was approved by the Board.

The Board approved moving forward with Option #4 to remodel the Ralph C. Richardson Center and authorized Charles Kummer, Kummer Construction to write a RFP for architectural design bids.

**RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**OTHER MATTERS**

Supervisor Zoner gave an update on developments within the Township.

Lakner – would like to stay informed of what is going on with the new library building. Supervisor Zoner will research applicable reports he can provide to Library Advisory Boards members.

Chairperson Garbutt would like to receive a monthly statistical (circulation, visitors, etc.) report for the library.

**ADJOURNMENT**

**MOTION** by Lakner, supported by Sternberg, to adjourn the meeting at 8:20 p.m.

**MOTION CARRIED UNANIMOUSLY**

**MOTION CARRIED UNANIMOUSLY**

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A handwritten signature in cursive script that reads "Betsy LaFond". The signature is written in black ink and is positioned above a horizontal line.

Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday August 24, 2016.