

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
September 25, 2019
180 E. Commerce Road
Commerce Township, Michigan 48382**

CALL TO ORDER: Barbara Garbutt, Chairperson called the meeting to order at 7:00 pm at the Commerce Township Library.

ROLL CALL:

Present: Barbara Garbutt, Chairperson
Jason Pernick, Vice Chairperson
Betsy LaFond, Secretary
Shane Lakner
David Scott, Township Supervisor
Barry Hiscox

Absent: Judy Sternberg

Also Present: Bill Wines, Interim Library Director,
_Director of Circulation

ITEM 1: APPROVAL OF AGENDA

MOTION by Lakner, supported by Hiscox, to approve the September 25, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by Lakner, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of August 28, 2019, with a change to page 2 under Item 9: Township Board Remarks. 1st sentence change "the on" to "on the", and page 3 under Item 11: Other Matters, 2nd sentence change "make" to "made".

MOTION CARRIED UNANIMOUSLY

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Bill Wines, Interim Library Director, submitted the August 2019 Statistics and the Statistics Comparison Reports. We spent a little over half of the budget so far this year. There will still be computer related expenditures.

ITEM 6: ADMINISTRATIVE REPORTS

The following reports were submitted by Bill Wines for the Board's review.

- a. August 2019 statistics**
- b. Adult Service Programs** summary for August 2019.

Marika Zemke, Adult Services Manager's submitted a memo listing fall 2019 and winter 2020 programs for our adult patrons.

- c. Youth Services Programs** summary for August 2019
- d. Interim Director's Report**

The Friends of the Library Fall Book Sale will be held October 9-13, 2019 with the members-only sale on October 8, 2019.

Ben Sebrowski will install new PCs at all of the librarians' workstations.

The circulation desk was moved to make it more visible to patrons and to help provide better public service. The new configuration has been received enthusiastically by the circulation staff.

Playground equipment is nearly done being installed near the pavilion area next to the Library. It was removed from the south end of Dodge Park to make room for the new Scarlet's Playground facility. The Youth Department will be creating a collection of circulating kits containing play equipment that families can check out and use at the playground.

Trista Reno, Head of Youth Services, helped us to establish a partnership between the Detroit Lions and all the member libraries of The Library Network for staff and patrons of TLN libraries to get discounts on game tickets. Trista also arranged for the Library to join Alignable.com, a networking site for small businesses similar to LinkedIn but which also includes many non-profit and community groups.

One statistic that hasn't been included in the monthly statistical reports is the number of new items added to the library's collection. In August, technical services processed and cataloged 1,027 new items. Year-to-date we are averaging 980 new items per month, which represents a 32 percent increase over the monthly average for 2018. The people who work the circulation desk are the same people who do all of the work "behind the scenes" to get these new materials out on the shelves.

ITEM 7: OLD BUSINESS

a. Library Director Search

Supervisor Scott said the Township Board discussed the type of services they would like to see provided by the new Library Director. He said Library Directors for several surrounding communities will be retiring this year.

ITEM 8: NEW BUSINESS

None

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- The Fire Department applied for and received a Safer Grant. They were approved for eight firefighters. The township will have 180 days in which to fill the positions. After four years, the township will retain the eight firefighters, per the guidelines of the grant. His goal is to have a paramedic based Fire Department.
- The Fuller family is going to sell the building next to the Township Hall. The Township Board supported the idea of purchasing this building and create a campus type area that will hopefully include a Secretary of State Office, a paramedic unit and a substation for the Oakland County Sheriff's Department. The building was cleared for asbestos but the roof needs to be replaced. It will cost \$75,000 to \$85,000 for a new roof. The Fuller family agreed to take \$40,000 off of the purchase price for the roof replacement.
- A traffic study will be conducted by the Road Commission for Oakland County in order to figure out how to connect Martin Parkway and Union Lake Road. Owners of the Commerce Drive In will allow the township to put the roadway through their property at no cost to the township. The township will pay \$48,000 towards the traffic study.
- Bay Pointe Golf Course will be sold to a developer for a residential development.
- Banner permits – According to Township Ordinance, 501C3 organizations are the only eligible organizations that can put up a banner in the township.
- Library budget was tentatively approved by the Township Board.
- Bill Wines salary has been increased while he is filling in as Library Director.

Hiscox said he is pleased with the quality of the Interim Director's report.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS


None

ITEM 12: ADJOURNMENT

MOTION by Lakner, supported by LaFond, to adjourn the meeting at 7:44 pm.

MOTION CARRIED UNANIMOUSLY

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Betsy LaFond, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, October 23, 2019.