

**CHARTER TOWNSHIP OF COMMERCE  
LIBRARY ADVISORY BOARD MEETING  
June 26, 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  
David Scott, Township Supervisor  
Barry Hiscox  
Shane Lakner

**Absent:** Judy Sternberg

**Also Present:** Connie Ozinga, Library Director

**ITEM 1: APPROVAL OF AGENDA**

**MOTION** by Lakner, supported by Pernick, to approve the June 26, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

**ITEM 2: APPROVAL OF MINUTES**

**MOTION** by Pernick, supported by LaFond, to approve the Library Advisory Board Meeting Minutes of May 22, 2019, as submitted. **MOTION CARRIED UNANIMOUSLY**

**ITEM 3: PUBLIC COMMENTS**

None

**ITEM 4: CORRESPONDENCE**

None

**ITEM 5: FINANCIAL REPORT**

Connie Ozinga, Library Director, submitted the May 2019 Statistics and the Revenue and Expenditure Reports for the period ending May 31, 2019. We have spent 31.68% of the budget so far this year.

**ITEM 6: LIBRARY DIRECTOR'S REPORT**

**a. Summer Reading Club**

Summer Reading Club (SRC) kicked off on Saturday June 15, 2019 with no rain and crowds galore. The last time I checked, we had over 750 kids registered. We have SRC posters ready to put up on the poles in the parking lot.

**Door counts** - for the first days of summer reading:

Sunday	249
Monday	698
Tuesday	708
Wednesday	757
Thursday	726
Friday	383
Saturday	906
<b>TOTAL</b>	<b>4427</b>

**b. Art on the River (2 days)**

The HVAC Art on the River was held the same weekend, though mostly rained out on Sunday. After discussion with the coordinator, we are pretty sure we want to do the two events on different weekends next year.

**c. Digital Media Lab**

Digital Media Lab is now open. You can transfer photos, slides, and videos to digital forms.

Library programs are filling up fast. You can sign up for programs on line or by phoning in.

Jason Pernick referred a boy scout to me for volunteer work required for his citizenship badge. As I write this, he is helping out with a youth program. He is scheduled to assist with another program in two weeks. He is also going to dust shelves for a few hours to make up his total hours.

**19th Amendment Display** - We received a 19th Amendment centennial flag from Oakland County. See the book display with the flag that is currently on a table against the white wall.

**ITEM 6: LIBRARY DIRECTOR'S REPORT (Budget 2020 continued)**

**Budget 2020** – A manager's meeting was held last week to discuss the 2020 library budget.

We realized how close to the edge our youth scheduling is by having one youth position open for the last couple of months, Several of us from other departments have been working regular shifts in the Youth Department. This vacancy coincided with the summer reading promotion which takes two librarians out of the building in May and June. We will propose the following in our budget:

- Make our part time teen librarian a full time teen librarian.
- Add a summer library student intern to assist with the summer reading club.
- We will add a line for substitute librarians. We will establish a roster of trained librarians willing to work occasional hours on call.

Note: Supervisor Scott would like to see the Township utilize an intern for Byers, The Parks and Recreation Department and the Library. He feels interns could bring invaluable knowledge and assistance to the Township.

**Security** - We have discussed whether we need to hire occasional security monitors and as a result we have added a line item in the budget for security monitors.

Pernick recommends hiring someone from the Sheriff's Department in place of security monitors, if needed.

**Funding Books** - We need more funding for books, e-books, e-audio and database use.

**Programming Funds** - While the Friends of the Library pay for our summer programs and a comparable number of adult programs, we do a lot more programming than what the Friends can fund. A big chunk of the programming money actually is spent on craft supplies for programs. We want to increase the budget for programs in order to increase the number of programs.

**Display area** - As you come into the library you will see a large white wall between the entrances to the youth and teen areas. We would like to create an adult services display area on this wall, including new book and other displays as well as an adult services bulletin board. This may replace the shelving near the youth room doors. We would like more than just a wall of shelves and are considering asking to use an architect (a different architect) to design. If you support this, I will be putting additional funds in the construction budget line. If we fund this we will begin looking for a display designer, which I expect will involve the Township Board in the process.

**ITEM 6: LIBRARY DIRECTOR'S REPORT (continued)**

Supervisor Scott would like to see a line item in the budget for a generator at the library. This would benefit the community and the seniors in the event of a power outage or an emergency situation. Director Ozinga will add this to the 2020 budget.

**Umbrellas** - We will receive umbrellas for the two blue tables out front of the library building.

**ITEM 7: OLD BUSINESS**

**a. Morello Sculpture Art Donation**

Mr. Anthony Morello of Wolverine Lake is offering to donate a sculpture piece made by his late father Arthur J Morello. It is a Calder like mobile that previously hung in the Wayne Public Library (old building). I would propose hanging it in one of the front corners of the Youth Room, but would need to experiment with placement.

Director Ozinga suggests we accept the sculpture with the understanding it may not be a permanent display.

**MOTION** by Lakner, supported by LaFond, to accept the donation of a Calder like mobile from Anthony Morello to be placed in the library building. It is understood the sculpture may not be a permanent display at the library.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 8: NEW BUSINESS**

**a. MLA Conference October 16-18, Suburban Showplace**

Director Ozinga is asking for the Board's support to do what we did last year and that is to send every possible staff member to the conference for one day. Next year the conference will be in Kalamazoo, Michigan. It will be several years before it comes back to the metropolitan area.

**MOTION** LaFond, supported by Lakner, to support the request of Director Ozinga to send all library employees for one day to the MLA Conference held on October 16-18, 2019 at the Suburban Showplace in Novi, Michigan.

**MOTION CARRIED UNANIMOUSLY**

**ITEM 9: TOWNSHIP BOARD REMARKS**

Supervisor Scott reported the on following:

- The location of the Student's Art Exhibit was moved from the Township Hall to the Township Library at the request of Supervisor Scott. Faculty was skeptic about holding the exhibit at the library since it has always been held at the

**ITEM 9: TOWNSHIP BOARD REMARKS (continued)**

Township Hall but when they saw the huge success of the exhibit at the library, they are now pleased with the location change.

- The DDA is moving forward on Five and Main. Closing on the property will be July 31, 2019.
- The Township Board will be working on a policy for use of Township property and buildings.
- The Township has a liquor license for the Richardson Center. The Township will have a part time employee in attendance during all rental events held at the Richardson Center.
- M5 Bridge – lane closures 9 a.m.-5 p.m. throughout this week for installation of the wave panels and lettering.

**ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES**

None

**ITEM 11: OTHER MATTERS**

Pernick – Was extremely pleased to see the 75<sup>th</sup> Anniversary of D Day book listed on the monthly book list that was sent out.

**ITEM 12: ADJOURNMENT**

**MOTION** by Lakner, supported by Pernick, to adjourn the meeting at 7:51 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, July 24, 2019.**