

**FINAL
CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
Wednesday, June 24, 2009
2869 N. Pontiac Trail
Commerce Township, Michigan 48390**

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

ROLL CALL:

Present: Barbara Garbutt, Chairperson - Absent, Excused
Jason Pernick, Vice Chairperson
Carol Keeler, Secretary
Ann Marie Kelley
Betsy LaFond
Rick Sovel
Judy Sternberg

Also Present: Eric Suess, Library Director

APPROVAL OF AGENDA

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

MOTION CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

MOTION by Keeler, supported by Sternberg, to approve the minutes for the Library Advisory Board Meeting of May 27, 2009, with the following corrections:

Page 5 – Under c. Spring Cleaning

Remove first bullet

Remove last bullet

Capitalize August in last paragraph

MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENTS

None

CORRESPONDENCE

None

FINANCIAL REPORT

The Library Board reviewed the current financial report.

DIRECTOR'S REPORT

Eric Suess reviewed the Directors Report with the Library Board.

- May circulation remained steady compared to last month at about 31,000 items, but was a good increase over last year. We now have four complete years of circulation records. In this past year (June 2008 – May 2009) we circulated 367,196 items, up about 12% from last year. Our growth continues, and is reflective of the excellent support we have received from our community. We also averaged over 33 patrons per hour for the month of May. Attached is the circulation and door count figures.
- Discussed the negative items on the financial report with Janet. In short, line 713 and 714 were not split between the two. On line 916, the insurance figure included 966.00 for the new vehicle. In addition, there is an auditor's adjustment which pays for December 2008's costs out of this year's funds.
- The fines report figures continue to decline in general. The number of items with fines dropped to 16,991 (down from 17,446 in May and 17,986 at the start). The June dollar figure was \$38,594.31 (down from May's \$39,290.17 and the starting figure of \$44,056.10). The number of lost items actually increased slightly from May to June (970 to 996) but this number is still lower than the 1,130 items on the initial report.
- We received 31 applications for April's vacated position. After staff rating of resumes and interviews, it was unanimously decided to offer the position to Ms. Mary Wright, and she has accepted. She will begin working on June 29th. Ms. Wright is currently the Assistant Director of the Waterford Library but has a strong desire to return to Youth Services. Prior to the five years in her current position, she spent five years as a Children's Librarian and five years as head of Youth Services, all at Waterford. She comes with great experience, enthusiasm and creativity, and we look forward to working with her.
- In addition to the computers that will be given to us from the Township for training purposes, they have also indicated that we may have the smart board that was formerly in use at the old offices. Jose has been working diligently to put together a series of classes, with documentation and training materials. We expect classes to begin in the fall.

- The Township Board approved the purchase of shelving for the fiction and audio books area. The shelves will likely be in place toward the end of July.
- Two of the three bids for carpet and upholstery cleaning have been received. The third bid should be in today. As the lowest bid will be below the figure requiring Township Board approval, I should be able to have the cleaning done very soon. The air ducts have been inspected, and are very clean. In addition, Jay James from GWE and Pat O'Donnell from the Township inspected the building for flaws which might be responsible for leaks. One item noticed was that the roof downspouts were not extended much distance from the building. Carl will be purchasing extensions, and that alone will be of value. Pat will do a more thorough inspection shortly, and try to determine exactly why leaks have occurred. The Township Board authorized me to solicit bids for painting the building. Subsequent discussion at the DDA Core Group meeting centered on the possibility of bricking the façade. The cost of doing so may not be much higher than that of painting. The DDA will look into these comparative costs.
- The Township Board also authorized me to get cost information on a Library logo decal, and I am in the process of doing so.
- In preparation for our August discussion regarding the future direction of the library, I am having the staff consider their portion of the whole and where we might wish to take this library in one year and in five years (with an assumption of renovation by the latter period). We will then have conversations on this from which I will pull the parts together to create a document that can serve as a basis for the Library Board's August discussion.
- Will meet with the new Director of TLN tomorrow – June 25, 2009

Painting/bricking of the Library building was discussed. There are inside maintenance issues that need attention however there are some areas outside that are in need of maintenance. The work that needs to be done outside is not specifically for "curb appeal". Routine maintenance needs to be completed for upkeep of the Library building. Mr. Suess has been in contact with Tom Zoner and will provide the information to the Library Advisory Board at the next meeting if it is available by then.

The Township Board asked Mr. Suess to report back to them with his findings of price ranges for painting and/or bricking the Library building. The Library Advisory Board would like to be involved in the discussions of where funds will be spent in the Library and on the building.

\$1,174.50 was the pricing for cleaning the carpets in the library from a company called All Service. Due to the price it will not have to go to Township Board for approval and Mr. Zoner has signed off on the bid. The company is agreeable to come in on Sunday which will make the library ready for use Monday morning. Air vents were checked and are clean. Windows have not been cleaned yet however pricing is still being gathered. The remainder of the general cleaning (blinds, tops of shelves, etc) is being done internally.

OLD BUSINESS

a. Library Furniture

Mr. Suess explained that he sent emails inquiring about the delivery status of the furniture (chairs and stools) that were ordered. The cost of the furniture has not yet been charged to the credit card. Mr. Suess will report with his findings at the next scheduled meeting.

CD shelving was approved by twp board and should be in place by the end of July. This was discussed in more detail during the Directors Report.

b. Friends of the Library

Volunteers are starting landscaping in the area under the direction of Ms. Garbutt. Friends of the Library will be funding this project and they are currently looking for a water source.

2 computers have been ordered and shall arrive shortly.

Murals have not been decided on yet.

c. Fines

Eric Suess discussed the subject with the Board. Fines keep dropping and lost materials went up slightly. The number of items with fines was originally 17,986 had dropped to 17,446 in May and is currently 16,991. The total fines owed dropped from the original amount of \$44,056.10 to the current \$38,594.31. Library staff continues to hear from people who get weekly reports. Moving in the right direction and this path seems to be working.

Diane Santia, Head of Circulation, has been contacting people via telephone regarding larger fines and records are being kept. The library is finding a number of lost books being returned from the telephone call efforts.

d. Programs

Mr. Suess gave an overview of upcoming programs at the library.

- **300 youth have signed up for the summer reading program. It has been going very well and 9 children have already met the requirements of the program.**
- **Teen volunteers, National Honors Society Volunteering**
- **Adult programs – 6 completed in May, 4 are scheduled for June and also setting up summer programming. There has been a good response to these.**

e. Automation/Internet/E-books

A new sign up online allows you to put in authors that you like and reserve books. The Board viewed this on the Library website and was pleased to see the improvements.

NEW BUSINESS

a. Personnel

Mr. Suess discussed this briefly under the Directors Report. Further detail was discussed as described below:

- 31 total applicants for the Youth Librarian, only a handful of qualified applicants.
- Interviewed 4 people and Mary Rice was the applicant the staff felt could jump right in and handle all of the job responsibilities well. Ms. Rice is taking a pay cut to come to the Commerce Library however her primary focus is to get back to working with the children.
- The Library staff feels Ms. Rice's employment will be a smooth transition with staff and programming.

b. Computer Training

- A Smartboard was given to Ben and he is working on how to best implement it into the Library.
- Computers were donated to the Library from the Township Offices. Tables are questionable to build the computer training "lab" however there is money in the budget for required cords, etc. to run the computers. The training program will run for 4 months until the next budget comes into effect.

- Jose is pulling together sources and links and putting together programs for databases in order to teach some classes. Jose is doing a lot of research and preparation for the computer training. Jose documented and taught computer training at West Bloomfield Library. Commerce is very fortunate to have his knowledge in this area.

TOWNSHIP BOARD REMARKS

Rick Sovel advised the Board of discussions held at the last Township Board Meeting.

- Board approved the Library logo to be used on the car. It will go out for quotes soon.
- Road closures on South Commerce, Oakley Park Road, proposed round-a-bout

OTHER MATTERS

Ms. Keeler inquired about the potholes in the entrance road. Mr. Suess will contact the Township in regards to getting them repaired.

ADJOURNMENT

MOTION by Sternberg, supported by Kelley, to adjourn the meeting at 7:50 p.m.

MOTION CARRIED UNANIMOUSLY

Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday July 22, 2009 at 7:00 p.m. at the Commerce Township Community Library.