

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
December 4, 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

Absent: Shane Lakner (excused)
Judy Sternberg (excused)

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

ITEM 1: APPROVAL OF AGENDA

MOTION by Pernick, supported by LaFond, to approve the December 4, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES OF PREVIOUS MEETING

MOTION by LaFond, supported by Pernick, to approve the Library Advisory Board Meeting Minutes of October 23, 2019, as submitted. **MOTION CARRIED UNANIMOUSLY**

ITEM 3: PUBLIC COMMENTS

None

ITEM 4: CORRESPONDENCE

None

ITEM 5: FINANCIAL REPORT

Bill Wines, Interim Library Director, reviewed the Revenue and Expenditure Report for period ending 10/30/2019. So far this year 91.51% of the budget was paid out.

ITEM 6: ADMINISTRATIVE REPORTS

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

a. **October/November 2019 statistics** summary for October/November 2019

ITEM 6: ADMINISTRATIVE REPORTS (continued)

b. Adult Service Programs summary for October/November 2019.

Marika Zemke, Adult Services Manager, has indicated that one of her goals for the upcoming year is to have each of the Adult Services Librarians develop one special program each month. She has four librarians and each one will have their responsibility of setting up one program per month.

The second Adult Winter Reading Program will be kicking off in January 2020.

c. Youth Services Programs summary for October/November 2019

Youth Services recently started a new collection of Playaway Launchpads, which are tablets pre-loaded with educational games and videos and specifically designed for library use (i.e., durable). Each individual Launchpad features its own theme. They have already proved to be very popular with our patrons.

Attendance for both adult and youth programs has increased substantially this year over previous years thanks to increased funding and staff hours devoted to developing new programs.

d. Interim Director's Report

The Adult Services Department is planning to do outreach at various venues, including senior centers, professional offices, and coffee shops, by dropping off pre-publication copies of popular books stamped with the library's name, address, and logo.

As we learned at the last meeting, the township will soon begin accepting credit and debit cards. A training session for staff has been scheduled for December 16, 2019.

Memo from Trista Reno, Head of Youth and Teen Services:

In the month of November, the Youth department purchased 25 Launchpads for circulation. Launchpads are a library-friendly tablet that offers educational games for all ages and are specifically created for circulation in a public library by offering the durability and content we look for when purchasing materials. As of December 3rd, 11 of the 25 Launchpads have been added to the collection, much to the pleasure of our patrons. Of the 11 Launchpads in circulation, it took less than a week for eight of them to be checked out. We are extremely happy with the reception they have received and look forward to purchasing more in the next fiscal year.

Attendance statistics are also up from last year. I have included the numbers for the month of November in 2018 and 2019 below:

- 2018 Storytimes: 9 storytimes with 235 attendants
- 2019 Storytimes: 17 storytimes with 481 attendants
- 2018 Youth Programs: 8 youth programs with 191 attendants
- 2019 Youth Programs: 9 youth programs with 202 attendants
- 2018 Teen Programs: 5 teen programs with 13 attendants

ITEM 6: ADMINISTRATIVE REPORTS (Interim Director's Report - Trista Reno continued)

- 2019 Teen Programs: 3 teen programs with 20 attendants
- 2018 Outreach: 9 outreach visits with 280 attendants
- 2019 Outreach: 12 outreach visits with 389 attendants

ITEM 7: OLD BUSINESS

a. Library Director Search

Supervisor Scott said they received nine applications for the Library Director position. The Township Board of Trustees chose three applicants to interview on December 17, 2019.

ITEM 8: NEW BUSINESS

a. Meeting Schedule for 2020

MOTION by LaFond, supported by Garbutt, to approve the Library Board Meeting Date Schedule for 2020.

MOTION CARRIED UNANIMOUSLY

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported on the following:

- He noticed information about Commerce Township was outdated on the government channel that is on the Comcast Cable Channel Lineup. He requested all department heads provide an updated set of slides so they can be forwarded to Comcast Cable.
- Flyers will be mailed to residents regarding waste removal. The new waste containers from GFL Environmental Inc. should be delivered sometime this week and next week. GFL Environmental Inc. will be servicing Commerce Township the beginning of next year.
- Another tenant at 8585 PGR Drive will be moving out on Monday. We are getting closer to redesigning the building.
- M5 Bridge – someone stole 3 parking lot lights with an estimated value of \$575 each. The grand opening of the M5 Bridge is tentatively set for April 18, 2020
- Barriers were installed at the pedestrian bridge south of S. Commerce Road. The barriers will prevent snowmobiles, ATV's, etc. from accessing the bridge. All bridges in the Township will eventually have barriers. .

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt had a resident ask if the library had any job openings for his daughter who is 15 years old and a local student. Bill Wines told him there are no job openings at this time but he will keep her information on file.

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ITEM 12: ADJOURNMENT

MOTION by Pernick, supported by LaFond, to adjourn the meeting at 8:02 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, January 22, 2019.