

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
July 24, 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
Judy Sternberg

Absent: Shane Lakner (excused)

Also Present: Connie Ozinga, Library Director

ITEM 1: APPROVAL OF AGENDA

MOTION by Pernick, supported by Sternberg, to approve the July 24, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Sternberg, to approve the Library Advisory Board Meeting Minutes of June 26, 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 June 2019 Statistics and the Statistics Comparison Reports. We have spent 37.2% of the budget so far this year.

ITEM 6: LIBRARY DIRECTOR'S REPORT

Library staff is working on whether or not to implement automatic renewal.

There are two issues with recycling books: 1) Some books that are dropped off for donations are not in good shape and 2) The recycling company does not take hardcover books because the hardcovers damage their equipment. Library staff is taking the hardcovers off of the books so the company will take them.

Chairperson Garbutt said when she put books in the book box at Long Park, she noticed every single book was gone.

A flyer was received from Huron Valley Schools (#HVSreads). Each child receives one free book and then they can exchange it in for a different book when they are finished reading it. You can trade books in at the Concert in the Parks events and at other events hosted by #HVSreads.

a. Summer Reading Club

As always, summer is crazy and we are having fun. You should have come to "Touch a Truck!". To date 1,012 kids and 290 adults have signed up for summer reading clubs.

b. Staff ALA Reports

Shane O'Neal and Ashley Rosetto submitted their report on the ALA 2019 Annual Conference – Washington D.C. they attended. Copies of their reports were included in the packet for your review.

ITEM 7: OLD BUSINESS

a. Morello Sculpture Art Donation

Mr. Morello took the sculpture art donation home with him until we can decide how to display it in the library.

ITEM 8: NEW BUSINESS

a. 2020 Budget

Director Ozinga reviewed the Library Budget with the Board.

Personnel:

1. General increases are 2% as per township practice. Minimum wage will increase from \$9.44 to \$9.65 per hour. Senior page makes \$1.00 more per hour than the pages who make minimum wage.
2. Clerk's hourly rate - I have done as we have done in the past. First add the minimum wage increase amount, then the 2%. I am proposing an increase in desk clerk's hourly wage from \$12.60 to \$13.06 per hour.
3. Upgrade Youth Librarian Ashley Rosette to a higher pay rate. Ashley has the same job description as a Youth Librarian EXCEPT, in addition, she serves as Outreach Librarian and Social Media Manager. She really needs to be recognized for that extra work. I am proposing an increase of \$2,000 over the youth and adult librarians which is equal to \$1.00 per hour. Revised job description is enclosed.
4. Upgrade part time teen librarian to full time. I am showing the part time teen librarian, Lauren Aquilena, as full time in this budget. We spent several months earlier this year short both our full time teen librarian and our part time teen librarian and we realized from that how tightly the youth department is scheduled. We need these additional teen Focused hours for programs and general supervision.
5. Summer intern. I am proposing a part time grad student intern for 28 hours, ten weeks in summer, rate of \$15.00 per hour. I surveyed other library directors what they are paying student interns, and this is on the low end. This person would support Summer Reading programs and cover desks.
6. Total part time wages have gone down because maintenance is no longer in our budget.

Other

1. Supplies increased from \$15,000 to \$20,000, based on usage history
2. Dues increase from \$3,000 to \$4,000 based on usage history.
3. Telephone reduced by \$2,000, based on usage history.
4. Electric, Heat, and water reduced, based on usage history.
5. Computer services down to a normal \$55,000, last year funded several extra items including a new self-check. Ben has requested \$46,870 for his budget and his memo is included below.
6. Program expenses increased from \$20,000 to \$25,000. This pays for all programs not paid for by the Friends, and all the craft supply related expenses for children's programs. We are continuing to expand adult programs.
7. Education increase from \$8,000 to \$10,000. In addition to MLA and various local things I want to increase funds available for out of state, particularly since the Biennial PLA Conference is next year in Nashville.

ITEM 8: NEW BUSINESS (2020 Budget continued)

8. Furniture. Increase line to \$100,000, includes generator system installation. We are also interested in designing a new entrance wall to adult services on the white wall between the youth and teen entrances. It might mean moving the books displayed outside the youth entrance.

9. Books, etc. increase from \$182,000 to \$190,000.

10. Database and downloadable: Increase from \$122,000 to \$125,000. The \$122,000 includes the funds we designated last year to address long hold lists on e-books. We need to continue those expenditures.

Ben Sebrowski, Technology Director's plans for 2020:

- I want to replace all the public computers with new along with their monitors.
- I want to get touch screens for the youth PCs, but, based on my experience and what I've heard at other libraries, touch screens are not used by adults or teens.
- Our Envision ware coin boxes need to be replaced - current ones will reach end of life early next year.
- One of our servers is due to be replaced (amount includes hardware and software).
- As we discussed, I'm including a poster printer for staff
- Finally, should we get a generator? I would like to place several portable battery backups in places like the circulation desk, self-checks, reference desks - these will keep the systems running during that moment between power loss and generator activation.

The total that Ben has estimated is \$46,870. I have budgeted \$55,000.

Comments from the Board regarding the 2019 Budget: Supervisor Scott asked if Ben Sebrowski discussed expanding the parameters of Wi-Fi outside of the library building. Director Ozinga will follow thru on this.

The new White Lake Library is now open.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott reported the on following:

- The Democratic Board of Commissioners were asked to abolish the Community Block Grant and turn it into a Fair Housing Commission.
- Lieutenant Schroeder is retiring the second week of August 2019.
- The splash pad will not be installed at the Dodge V barrier free playground. Scarlet's Smile Foundation came up short on funding for the splash pad. They are moving forward on the playground. Construction should begin the second week of August 2019.
- There was a Joint Meeting between the Parks and Recreation Committee and the Township Board of Trustees last night. The Township Board discussed

ITEM 9: TOWNSHIP BOARD REMARKS (continued)

- prioritizing which park they would like to see improvements made first. It was decided to begin with Byers Park, then Mill Race Park and then Wise Woods (north side of Wise Road). Dodge V will be complete soon.
- Senior Transportation Program – The Township Attorney will draft an agreement for the other four communities and the Township Board's review. We are averaging 18 citizens a month that need transportation services.
- Growth and expansion in community \$100,000,000 development moving forward. The Township will purchase the building at 8585 PGA Drive and use it to house the Sheriff Deputies in the year 2020. There are tenants in the building now and their lease will expire in 2020.
- Fire Station #3 on Welch Road will be replaced with a modern station.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

Chairperson Garbutt -

- The bottom of the outer front door of the library building needs repair.
- Would like to see the cattails cut where the bench is looking out at the pond.
- Two people talked to her about kids not paying attention and bumping into people in the library because they are busy texting on their phone.

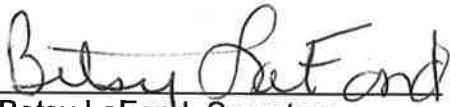
Lafond said we need to spruce up the outside of the library building by adding more mulch.

ITEM 12: ADJOURNMENT

MOTION by Hiscox, supported by Sternberg, to adjourn the meeting at 7:53 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, August 28, 2019.