

**CHARTER TOWNSHIP OF COMMERCE
LIBRARY ADVISORY BOARD MEETING
March 27, 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 Sternberg, supported by LaFond, to approve the March 27, 2019 Library Board Agenda. **MOTION CARRIED UNANIMOUSLY**

ITEM 2: APPROVAL OF MINUTES

MOTION by LaFond, supported by Hiscox, to approve the Library Advisory Board Meeting Minutes of February 27, 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 February 2019 Statistics and Statistics Comparison Report. The Revenue Report, in terms of millage revenue, will not be corrected until the audit and final report for the 2018 year is completed.

ITEM 6: LIBRARY DIRECTOR'S REPORT

All employees and patrons participated in the tornado drill today. It was a successful practice drill. Pernick would like to see all shelter areas marked as such.

Ryan Berman, State Representative 39th District at Michigan House of Representatives, conducted a Town hall Meeting at the library. Two staff members of Congresswoman Haley Stevens will be at the library for a few hours tomorrow afternoon. We offered them the first two study rooms for their use.

There will be a book sale on April 10 – 14, 2019.

National Library Week will be April 8 – 11, 2019. Events for National Library Week are displayed at the entrance of the library near the book return. If you participate in one of the events, you will receive a ticket for a prize giveaway.

The Self-Check machine was installed (temporarily on a meeting room table) in the Youth Room.

Follow up report on the In Service Day - The morning program on live shooter training was outstanding. We also held a CPR and Defibrillator review. A representative from each library department (Ben, Bill, Trista, Marika/adult) did a short presentation on a topic of interest to staff. Supervisor Scott could not stress enough the importance for anyone to dial 911 when they feel there is something dangerous happening or about to happen. Pernick stated the key to the success of any kind of emergency is preparation. When the time comes you do not have to think about what to do, you just act upon it. The likelihood of a live shooter happening is pretty low, but the likelihood of having to perform CPR or having to evacuate or hide in the building is higher and having staff trained to lead people is going to be a significant preparatory step in case something like this happens .

ITEM 7: OLD BUSINESS

a. Chairs

Connie Ozinga, Library Director, advised the Board that The Township Board of Trustees approved the purchase of chairs at their February 2019 meeting. We are working on picking our laminate/metal finish. Unfortunately we have yet another (different) broken chair. It is one of the blue and yellow ones with a sailboat on the back, original from 2005.

ITEM 8: NEW BUSINESS

a. Playground Move Location

Connie Ozinga, Library Director, said the playground currently on the south end of Dodge Park will be moved to the location shown on the map that was provided to Board members. This will take place when Scarlet's Smile construction begins.

Pernick – will there be more parking when the playground is installed?

Supervisor Scott said on the side where the drain will be existing parking. We do know that we need to have more parking added to the complex. There will be handicap parking closer to the playground. We need to have at least 30 handicap parking spaces (adding 15 additional spaces to what is already in place).

Chairperson Garbutt said she has had feedback from quite a few parents that they are pleased the playground will be by the shelter area so they can use it as a lunch area.

ITEM 9: TOWNSHIP BOARD REMARKS

Supervisor Scott –

- We are moving forward on the 5 & Main project. He said more leases have been signed for the Downtown Development Authority. The real estate deal will close on July 31, 2019.
- Huron Valley Hospital, Henry Ford West Bloomfield Hospital and Ascension Providence Park have been licensed to be a trauma 3 facility.
- The Michigan Air Line Trail construction is in progress. They finished with all of the tree cutting and removal. We have the funding to assist Milford and Wixom with the "missing mile between Milford and Old Plank Roads". The old train station in Walled Lake will be demolished and removed.

ITEM 10: RECOMMENDATIONS TO THE TOWNSHIP BOARD OF TRUSTEES

None

ITEM 11: OTHER MATTERS

ITEM 12: ADJOURNMENT

MOTION by Pernick, supported by Hiscox, to adjourn the meeting at 7:26 pm.

MOTION CARRIED ANIMOUSLY

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Betsy LaFord, Secretary

The next regular meeting of the Commerce Township Library Advisory Board is scheduled for Wednesday, April 24, 2019.