



## **FINANCIAL REPORT**

The Committee reviewed the current Financial Report.

## **DIRECTOR'S REPORT**

Eric Suess, Library Director gave his report.

- Circulation went back up over 30,000 for October. While unexpected, it serves as a testament to the community's support. November and December will likely see a decline in circulation before picking up in January.
- Library Design Associates had come by with an updated presentation, and we suggested still more changes. We also provided necessary needs for the staff in regards to furniture and equipment, so that these specifics could be incorporated in further plans. LDA will seek one more meeting with our staff and will then contact the architect and builder. The Township Attorney is looking into contracts needed to continue the process.
- The Museum Adventure Pass Program has begun and has been well-received. We have many passes already checked out and the information booklets for the program have been taken in good quantities.
- The Friends of the Commerce Library have been very busy. The books have been selling like hotcakes from the lobby carts, and several ideas and events are being planned.
- The Township Board approved the purchase of the two AEDs for the Library as well as one for the Township Offices. There will be training for the use of the AEDs.

## **OLD BUSINESS**

### **a. Friends of the Library**

The book sale has been extremely successful. The next Friends of the Library, General Meeting will be Wednesday, December 5, 2007, 7:00 p.m.

### **b. Reconfiguration**

Eric Suess reports that the Library Design Association returned with updated plans and questioned regarding the size of the staff their specific needs for their individual work spaces. Suggestions were given and will be incorporated in new plans.

**OLD BUSINESS (Continued)**

**c. Library Mission**

Eric Suess presents several examples of Mission Statements. The Committee reviewed the statements and will discuss further at the December's meeting.

**d. Sister Libraries**

No report given

**NEW BUSINESS**

**a. 2008 Meeting Dates**

The Committee discussed the upcoming meeting dates.

**MOTION** by LaFond, supported by Sternberg, to approve the meeting dates as presented with the exception of the change from November 26, 2008 to November 19, 2008.

**MOTION CARRIED UNANIMOUSLY**

**b. Library Closure Dates in 2008**

**MOTION** by Keeler, supported by LaFond, to approve the Library Closure Dates for 2008, as presented.

**MOTION CARRIED UNANIMOUSLY**

**BOARD REMARKS**

Rick Sovel reports that the purchase for two AEDs for the library was approved at the October's Township Board Meeting.

Rick suggests that the Library Advisory Board plan to meet for a Joint Meeting with the Township Board in the near future.

The Committee discussed a possible date in February to meet with the Township Board and hold the meeting at the Library and tour the progress of the reconfiguration as well.

**OTHER MATTERS**

Carol Keeler, questions if there is a policy in place regarding advertising on the libraries website. She suggests that a policy be written for non-profit solicitation.

Eric Suess responds that up until now it has been solely at the libraries judgment and discretion and will create a policy for approval to avoid any type of discrimination or unfairness.

**ADJOURNMENT**

**MOTION** by Keeler, supported by Sternberg, to adjourn the meeting at 7:45 p.m.

**MOTION CARRIED UNANIMOUSLY**

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Carol Keeler, Secretary

The next regular meeting of the Commerce Township Library Advisory Board will be Wednesday, December 19, 2007 at 7:00 p.m. at the Commerce Township Community Library.