

SUBURBAN LIBRARY COOPERATIVE

44750 Delco Blvd

Sterling Heights, Michigan 48313

Board Meeting

November 29, 2007

- I. The meeting was called to order at 7:00 p.m. at the Suburban Library Cooperative by Ronald Black, Chairperson.

Trustees present: Diane Barr (Armada), Barbara Brown (Clinton-Macomb)
Denise Giordano (Eastpointe), Dick Runels (MacDonald),
Mark Wollenweber (St. Clair Shores), Ron Black (Shelby),
Lynne Gregory (Troy), Frank Pasternak (Warren)

Staff present: Arthur Woodford (Suburban Library Cooperative)
Darlene Paquette (Suburban Library Cooperative)

- II. Approval of the Agenda.

Runels moved to approve the Agenda, supported by Pasternak. Motion carried.

- III. Approval of the Minutes of the last meeting.

Motion made by Gregory to approve the amended minutes of the last meeting, supported by Wollenweber. Motion carried.

- IV. Member Library concerns.

No Concerns.

- V. Approval of the Bills.

Wollenweber moved to approve payment of the bills, supported by Barr. Motion carried.

- VI. Action Items

- A. Approval of 2007/2008 Budget

The budget reflects the state aid per capita distribution of 32.47 cents this year for public libraries and cooperatives and last year the per capita rate was 39.74 cents leaving a cut of 7.37 cents per capita.

Instead of receiving \$351,000 in state aid we will receive \$289,000 this year which caused deductions in many areas. The ILL budget was an easy deduction because we no longer pay an \$8,000 maintenance fee to Macomb County Library.

Census figures were based on the numbers the Library of Michigan sent. Woodford to find out if Ray Township is included in these figures and if any cities within SLC have completed their own special census survey.

Motion made by Runels to approve the 2007/2008 budget as stated, seconded by Brown. Motion Carried.

B. Appoint Financial Committee

Black and Woodford met with Joseph Brandenburg from our auditing firm, Buss & Company, P.C., and went through a critique, created by Black, of the 2006/2007 audit. Most of the discrepancies pertain to wordage used throughout the audit. Brandenburg has agreed to change many of the criteria suggested by Black and is suggesting that SLC start a Finance Committee. The Finance Committee will review the SLC investments and meet once a year to review the draft audit report with the auditor before the audit is complete.

The SLC Board Bylaws do not outline the formation of committees. The Board decided to make an amendment to the Board Bylaws and add Section 8 to Article VII. titled Special Committees.

Special Committees: A special committee may be formed at the direction of the SLC Board to conduct business for the SLC Board. A special committee may be comprised of any number of Board members. A special committee will disband once the business of that special committee is complete or at the direction of the Chairperson.

Motion made by Runels to amend the Board Bylaws to allow the formation of special committees for the betterment of SLC Board Business as stated, seconded by Wollenweber. Motion Carried.

The Board recommended that a Finance Committee be formed. Black, Brown and Barr volunteered to serve on the new Committee.

Motion made by Wollenweber to accept the new Finance Committee and its members as listed, seconded by Runels. Motion Carried.

VII. Information Items

A. Automation Report

MeLCat may be ready at the end of the month, but a date has not been given and NCIP is still not available.

B. Delivery

ProMed Delivery is improving. Plastic bins with lids have reduced the amount of damaged items. A Delivery Committee comprised of six library staff and two SLC staff is working on procedures for all the libraries to send out materials through the delivery system in the same manner.

C. Budget Report

Motion made by Wollenweber to receive and file the Budget Report, seconded by Pasternak. Motion carried.

D. Investment

Motion made by Wollenweber to receive and file the Investment Report, seconded by Pasternak. Motion carried.

VIII. Public Participation.

No public participation.

IX. Next meeting date

December 20, 2007, 7:00 pm at the Warren Civic Center Library.

X. Adjournment

Runels moved to adjourn at 8:20 p.m., supported by Pasternak. Motion carried.

Respectfully submitted:

Denise Giordano, Secretary