

SUBURBAN LIBRARY COOPERATIVE  
44750 Hall Road  
Sterling Heights, Michigan 48313

Board Meeting  
September 27, 2007

- I. The meeting was called to order at 7.00 p.m. at the Suburban Library Cooperative by Michael Keith, Chair.

Trustees present: Michael Miller (Chesterfield), Barbara Brown (Clinton-Macomb)  
Denise Giordano (Eastpointe), Michael Keith (Roseville),  
Ron Black (Shelby), Nancy Todorovich (Sterling Heights),  
Lynne Gregory (Troy), Kathy Tracy (Utica), Frank Pasternak (Warren)

Guests: Diane Barr (Armada), Dick Runels (MacDonald),  
Frank Sosnowski, (Harper Woods), Mark Wollenweber (St. Clair Shores)

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

- II. Approval of the Agenda.

Giordano moved to approve the Agenda, supported by Gregory. Motion carried.

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

Change the date to elect Board members to October 23<sup>rd</sup> in Agenda Item IV. E.  
Michael Miller was appointed to sign the August minutes.

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

- IV. Member Library concerns.

No Concerns.

- V. Approval of the Bills.

Gregory moved to approve payment of the bills, supported by Brown. Motion carried.

- VI. Action Items

- A. Approval of Plans

- a. Cooperative Plan of Services

Add Ray Township Public Library to represent Classes I, II and III. Remove Item IV. C.d  
and renumber Items e - l.

Motion made by Pasternak to accept the Plan of Service for distribution to member libraries  
for their approval, seconded by Black. Motion carried

## b. Board Bylaws

Remove Article V. Section 6 and renumber section 7.

Motion made by Gregory to accept the revised Board Bylaws, seconded by Black. Motion carried

## c. Council Bylaws

Change secretary to Administrative Assistant in Article V. Section 2.

Add: The chairperson, with Council approval, may cancel a meeting, to Article VI. Section 1.

Add: Ray Township Public Library to Article VIII. B. Section 2. Subcommittee 1.

Motion made by Pasternak to accept the revised Council Bylaws, seconded by Giordano.

Motion carried.

## d. 2007/2008 Annual Plan

Change the last sentence of the Mission to read: The Cooperative assists member libraries to expand and improve library service to their constituents; it does not provide direct service to the public.

Under Item III. Add: Item b. Promote joint projects within the cooperative (i.e. ESL & International Language Collection, Community Reading, etc.

Under Item III. A. 6 Add: Circulation, Community Reading and International

Language/ESL.

Under Item III. B. 1. a. Change automated circulation to integrated library system.

Under Item III. B. 2. Change heading to: Other technology services. Add items a – d.

Delete Item 3 under Item III. B. and renumber Item 4.

Delete Items 1, 2 and 4-9 under Item IV and add Items 1 & 2.

Add: Ray Township to Class 1-III under Item V.

Motion made by Black to approve the Annual Plan as amended, seconded by Pasternak.

Motion carried.

## B. 2007-2008 Salary Schedule

The Head of Systems does not have an end salary; the Personnel Committee will need to determine the salary range. Lauren Boggs, Cataloger, became full time effective August 20<sup>th</sup>. The combined COL and Merit Increase is 3.0% for all staff except Vicki Harris and David McGraw. Vicki will receive 1.5% because she is at the top of her scale and David McGraw is part-time receiving a 2.5% increase.

Motion made by Black to approve the 2007-2008 salary schedule, supported by Todorovich.

Motion carried.

## C. 2006-2007 Budget Report

The budget included in the September Board packet, goes through August. State aid was sent out late this summer, therefore, the budget does not reflect all of the year end revenues.

Motion made by Todorovich to receive and file the 2006-2007 budget report, seconded by Tracy. Motion carried.

#### D. 2007-2008 General Fund Draft Budget

The budget includes two recommendations. One is a full budget with 100% state aid funding at the 2006/2007 level and the other represents a 50% cut in state aid. Our request is to approve the full budget and as soon as the state knows what our funding will be, adjustments can be made.

Motion made by Todorovich, to approve the 2007-2008 General Fund Draft Budget, seconded by Black. Motion carried.

#### E. 2007-2008 Proprietary Fund Draft Budget

Depreciation is expensed at the end of the fiscal year. Should we prorate depreciation monthly? The Board recommended that Woodford contact the auditor to see why we list depreciation in this fashion. The increase in the Professional Services under the Proprietary Fund is due to anticipated attorney fees for Foster, Swift, Collins & Smith, P.C., for continued work on establishing our Integrated Automation System for libraries under the provisions of the Urban Cooperative Act.

Motion made by Black to approve the 2007-2008 Proprietary Fund Draft Budget, seconded by Tracy. Motion carried.

### VII. Information Items

#### A. Automation Report.

Four Cooperatives have shared automation systems and are looking at the Urban Cooperation Act as a guide to separate the automation system from their Cooperatives.

The state librarian has put together a committee that first met on Monday, September 24<sup>th</sup> to review the Cooperative plan statewide. We believe that the recommendation may be to reduce the number of Cooperatives from 13 to 6 or 8. The state librarian has told libraries that it is difficult to sell the funding of Cooperatives to the legislators. The services provided by the Cooperatives around the state are in keeping with the Governor and Legislators thoughts about combining services or the benefit of all working together better. TLN and SLC represent more than 50% of the population and libraries in the state.

#### B. Delivery

SLC staff and 30 representatives from member libraries, met with ProMed, the state delivery system, and Ann Donahue from the Michigan Library Consortium (MLC) to discuss problem areas. The delivery contract is through MLC, not ProMed. The delivery system is under review and we will meet again with ProMed in 60-90 days.

#### C. Investment Report.

Woodford is working on being a signer for the various banks with which we hold accounts and CDs.

Black moved to receive and file the Investment Report, supported by Brown. Motion carried.

VIII. Public Participation.

Frank Sosnowski, Trustee from Harper Woods Public Library reported that Harper Woods received the Green Building certification, the first level of QUSAC, and a Target Grant.

IX. The next meeting date

Motion made by Pasternak to change the next meeting date to October 23, 2007 at 7:00 pm at the Suburban Library Cooperative, seconded by Black. Motion carried.

X. Adjournment

Pasternak moved to adjourn at 8:23 p.m., supported by Miller. Motion carried.

Respectfully submitted:

Nancy Todorovich, Secretary