

SUBURBAN LIBRARY COOPERATIVE
44750 Delco Blvd
Sterling Heights, Michigan 48313
Board Meeting
August 28, 2008

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

Trustees present: Diane Barr (Armada), Barbara Brown (Clinton-Macomb), Denise Giordano (Eastpointe), Frank Sosnowski (Harper Woods), Mark Wollenweber (St. Clair Shores), Ron Black (Shelby), Lynne Gregory (Troy),

Excused: Dick Runels (MacDonald), Frank Pasternak (Warren)

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

- II. Approval of the Agenda.

Add Agenda Item VII G. Finance Committee Report.

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

- III. Approval of the Minutes.

Motion made by Brown to approve the June 25, 2008 Minutes, supported by Giordano. Motion carried.

- IV. Member Library concerns.

Gregory attended the Oakland County Public Library Trustee Association Dinner in June and the speakers were Josie Parker, Past President and Gretchen Couraud, Executive Director, MLA. The topics discussed were: membership being flat and not growing; private funding has kept MLA going; MLA is working on restructuring and are looking for a Board based on skill not library experience.

- V. Public Participation.

There was none.

- VI. Approval of the Bills

Gregory moved to approve payment of the June and July bills, supported by Barr. Motion carried

VII. Action Items

A. Radio Frequency Identification Device (RFID)

The Shared Technology Committee and the Council are recommending that SLC move forward with the RFID project. The proposed budget of \$1.5 million for the RFID project was included in the Board Packet. The number of staff users is the bases for the invoicing and support for the automation system and the deciding factor for the number of proposed pads (pieces of equipment that sit on the circulation desk) per library. Each library will get one security gate and they can purchase another gate if needed. The cost of each gate includes installation from 3M. Maintenance cost after the initial 15 months is paid by libraries.

Wollenweber made a motion to select 3M as our vendor for our RFID project, seconded by Giordano Motion carried.

Wollenweber made a motion to authorize \$1.5 million for our RFID Project, seconded by Giordano. Motion carried.

B. Trinity Delivery Contract

Eli Marina of Trinity Delivery Services works part-time at the Roseville library and is familiar with our delivery system. He has two trucks and a sorting area in Roseville. The Michigan Library Consortium (MLC) holds the delivery contract for ProMed. ProMed will continue to stop at SLC daily to pickup MeLCat items for the libraries. Woodford will call MLC on Friday, August 29th to officially withdraw from the delivery contract and have the contract end on September 30th.

Motion made by Wollenweber to approve the contract and delivery timeline for Trinity Delivery, seconded by Brown. Motion carried.

Motion made by Giordano to purchase new bins for delivery and amend the motion to include not to exceed \$5,000, seconded by Barr. Motion carried.

C. Urban Cooperation Act (UCA)

Motion made by Wollenweber to accept the concept and language of the Urban Cooperation Act (UCA) and to take no action of signing of the UCA until circumstances require us to transfer assets to the Suburban Automation System (SAS), seconded by Giordano. Motion denied.

Two library names still not changed throughout the document: Eastpointe Memorial Library and Ray Township Public Library

Item II. B. – Remove second comma (line 3) after Exhibit A, SLC

Item V. A. – Insert a space (line 3) between October 1 and

Item V. C. – SLC will be a party to the contract as well as the member libraries

Item VII. A. Change Written notice to SAS

Clarify of change wording: “withdrawal of a party from this agreement will not affect that parities contract for Services with the Board”

Remove second period from the end of the paragraph.

Item B. 1. Question: all tangible and intangible assets – include liabilities?

Urban Cooperation Act (UCA) *(continued)*

Exhibit A. 1. Audit - Missing a sentence after SAS shall
Check entire document, Exhibits and Schedules for “Integrated Automated System” and
change to Suburban Automation System (SAS)

Schedule 1 – why is it necessary to transfer property used by the Director, Administrative
Assistant, Bookkeeper and ILL staff members? SLC needs to break out these assets from
the automation system.

Why should we put a cost on fully depreciated items? Should depreciated items be included
in the draft? SLC needs to include a depreciation schedule in the Property inventory.

Motion made by Wollenweber to accept the contract as amended with review of new changes
and to table the approval of the Urban Cooperation Act (UCA) contract until the Board receives
a clean copy, seconded by Brown. Motion carried.

D. Annual Plan

The Council made numerous changes to the 2008/2009 Annual Plan.

Motion made by Barr to approve the Annual Plan as amended by Council, seconded by Brown.
Motion carried.

E. Budget Report

Motion to receive and file the June and July Budget reports made by Wollenweber,
seconded by Gregory. Motion carried.

Panda Security for desktops needs to be renewed every three years.

Motion made by Giordano to approve the purchase of Panda Security in the amount of
\$3,670.00 payable to School World, seconded by Wollenweber. Motion carried.

F. Budget Report

Motion to receive and file the June and July Investment reports made by Gregory, seconded
by Barr. Motion carried.

G. Finance Committee Report

Notes from the July 16, 2008 Finance Committee was distributed and reviewed.
The Finance Committee needs to meet with Kathryn J. Nurre, Ambassador Capital
Management before the next Board Meeting.

VIII. Information Items

A. Director Position

Initially, nine applications were received and four candidates, all from Michigan, were
interviewed. Woodford is proceeding with review of references and background checks.

B. SLC In Service

The SLC In Service is being held on September 4th and 5th. Thus far over 200 library staff members are registered and the SLC staff thought this would be a good event to celebrate the 30th anniversary of SLC.

C. Trustee Association Meeting

Gregory and Brown are attending the SLC In Service and will report if the presentation by Anne Seuryneck, SLC Attorney, would be a good topic for the next SLC Trustee Association Meeting.

D. Museum Adventure Pass (MAP)

June usage statistics were enclosed in the Board packet. The MAP program is continuing through 2009.

VIII. Next meeting date

The next Board Meeting is Wednesday, September 24, 2008, 7:00 p.m. at the Harper Woods Public Library.

IX. Adjournment

Brown moved to adjourn at 9:00 p.m., supported by Giordano. Motion carried.

Respectfully submitted:

Denise Giordano,
Secretary