

SUBURBAN LIBRARY COOPERATIVE
44750 Delco Blvd
Sterling Heights, Michigan 48313
Board Meeting
January 31, 2008

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

Trustees present: Diane Barr (Armada), Barbara Brown (Clinton-Macomb)
Denise Giordano (Eastpointe), Frank Sosnowski (Harper Woods),
Dick Runels (MacDonald), Ron Black (Shelby), Lynne Gregory (Troy),
Frank Pasternak (Warren)

Absent: Mark Wollenweber (St. Clair Shores)

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

Guests: Joe Brandenburg, Buss & Company

- II. Approval of the Agenda.

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

- III. Approval of the December 20, 2007 Minutes.

Motion made by Pasternak to approve the December 20, 2007 Minutes, supported by Gregory. Motion carried.

- IV. Member Library concerns.

None.

- V. Approval of the Bills.

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

- VI. Action Items

- A. Audit – Joe Brandenburg

Joe Brandenburg, Auditor from Buss & Company, gave an overview of our audit report and answered questions from Board Members.

- B. Amend Board Bylaws

Request to add Section 8 (Formation of Committees) to Article VII of the Trustee Bylaws.

Motion made by Runels to accept the amended Bylaws as written, seconded by Barr. Motion carried.

C. Personnel Committee Recommendations

- a. Approve new salary range of \$48,200- \$60,000 for Head of Systems.

Motion made by Pasternak to approve the new salary range of \$48,200- \$60,000 for the Head of Systems, seconded by Gregory. Motion carried.

- b. Holiday Pay for Part-Time Employees.

Board asked that a more easily understood policy be written and placed on the agenda for next months meeting.

Motion made by Runels to accept the Holiday Pay for Part-Time Employees as presented, seconded by Gregory. Yeas 0 Nay 8. Motion denied.

- c. New Personnel Policy No. 24: Six month evaluation and pay adjustment for new hires.

Motion made by Runels to change the wording of the new Personnel Policy No. 24 from “shall be provided” to “may be provided,” seconded by Brown. Motion carried.

Motion made by Runels to approve the new Personnel Policy No. 24 as amended, seconded by Pasternak. Motion carried.

D. Audit Contract Renewal

The audit contract with Buss & Company ends in October, 2008. Woodford is recommending that we do not put out a Request For Proposal (RFP) for a new auditing firm until we know if the state librarian’s model for public libraries will affect the Suburban Library Cooperative. Buss & Company is willing to operate on a year to year extension.

E. Urban Cooperation Act

The Shared Technology Committee has recommended changing the name of the new organization to Suburban Automation System (SAS) and is recommending that the Board for SAS be comprised of the director from each member library.

F. Future of Cooperatives

The proposed state model for public libraries will be available for comment until March 30, 2008. Once Nancy Robertson, State Librarian, puts the new model together, the model will have to go to Legislature for approval.

Woodford would like to invite Larry Neal, Director of Clinton Macomb Public Library, to the February 28th Board Meeting at the Suburban Library Cooperative to report on his participation as a member of the State Librarians Planning Committee.

Suburban Library Cooperative hosts an annual Trustee dinner/meeting and it was suggested that the Future of Cooperatives would be an excellent program topic.

VII. Information Items

A. Automation Report

Museum Adventure Pass (MAP) statistics were distributed.

Woodford, Tammy Turgeon, Director of Sterling Heights Public Library, and Chris Frezza, Head of Systems for Suburban Library Cooperative, interviewed five applicants for the Systems Librarian position on January 30th.

B. Michigan Electronic Library Catalog (MeLCat)

MeLCat is a statewide online catalog and book delivery service provided through the Library of Michigan. Libraries participating in MeLCat are able to loan and borrow materials; but can limit collections and all AV materials that they loan. It is important for libraries to educate their patrons to use iBistro before using MeLCat when placing a book on hold. If a Sterling Heights patron places a hold through MeLCat for a book at the Troy Public Library, the book will be processed in MeLCat, not through SLC. To ease the library staff into the MeLCat system, SLC is on the bottom of the queue for placing holds. This means that books from other libraries will be chosen before ours for a few months.

Woodford read a thank you note from a MeLCat user in Portland Oregon that received a book from the Romeo District Library.

C. Website

The SLC website is being redesigned to be a more useable tool.

D. Budget Report

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

E. Investment

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

VIII. Public Participation.

No public participation.

IX. Next meeting date

February 28, 2008, 7:00 pm at the Suburban Library Cooperative.

X. Adjournment

Pasternak moved to adjourn at 9:00 p.m., supported by Runels. Motion carried.

Respectfully submitted:

Denise Giordano, Secretary