

SUBURBAN LIBRARY COOPERATIVE
44750 Delco Blvd
Sterling Heights, Michigan 48313
Board Meeting
June 25, 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), Denise Giordano (Eastpointe),
Frank Sosnowski (Harper Woods), Mark Wollenweber (St. Clair Shores),
Ron Black (Shelby), Frank Pasternak (Warren)

Absent: Barbara Brown (Clinton-Macomb), Dick Runels (MacDonald),
Lynne Gregory (Troy)

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

Guests present: Kathryn J. Nurre, Ambassador Capital Management

- II. Approval of the Agenda.

Sosnowski asked that the agenda be amended to include further discussion of trustee training under “member library concerns.”

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

- III. Approval of the Minutes.

Motion made by Sosnowski to approve the May 29, 2008 Minutes, supported by Pasternak. Motion carried.

- IV. Member Library concerns.

Harper Woods Public Library is working on the next accreditation level in QSAC and is interested in local training for Trustees. Cost for trustee training by MLA and the Library of Michigan is minimal ranging from \$15.00 - \$60.00. New trustee training was offered through the Library of Michigan and Woodford will investigate to see if there is another session scheduled. The SLC Trustee Association has not met in some time but, Woodford will contact previous members and discuss planning a trustee training session in the fall.

- V. Public Participation.

Kathryn J. Nurre distributed an Ambassador Capital Management (ACM) introduction presentation portfolio, discussed their fixed income investments styles to manage money and proposed to assist SLC in their investment planning. ACM researches banks money market rates on a daily basis. Account activities can be viewed online and funds can be moved electronically. The ACM representative client list includes the cities of East Pointe, Harper Woods, Roseville, Saint Clair Shores, Shelby Township and Sterling Heights. The ACM website is www.ambassador-capital.com.

Public Participation *(continued)*

Motion made by Pasternak to approve and accept the proposal by Ambassador Capital Management to act as our investment counselor/advisors, seconded by Wollenweber. Motion carried.

Discussion led to who should be allowed to move funds, determine how much to move and the fund accounts to be moved. Consensus is to have the SLC Interim Director and Bookkeeper work with the Finance Committee to move appropriate funds and report to the Board.

Wollenweber made a motion to allow the Suburban Library Cooperative Interim Director, per the Finance Committees direction, to determine the amount to move while working with Ambassador Capital Management as our investment advisors, to move funds that they feel appropriate on their recommendation and report to the Board, seconded by Pasternak. Motion carried

VI. Action Items

A. Approval of the Bills

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

B. Budget

Motion made by Barr to receive and file the Budget Report, seconded by Giordano. Motion carried.

C. Investment

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

D. Review of Investments and Investment Policy

The SCL Policy is up to date except that we need to change the Internal Service fund name to Proprietary fund.

Motion made by Wollenweber to adapt the SLC Investment Policy with the revised name change of the Internal Service fund to Proprietary fund, seconded by Giordano. Motion carried.

E. Radio Frequency Identification Device (RFID)

Almost two years ago the Board reviewed and approved a Strategic Technology Planning Report by Joseph Ford and Associates. As a result of the report the staff determined that SLC did not need a new computer system. Joseph Ford and Associates recommended that we proceed with an RFID Project because we are collecting money for a new computer system that we do not need at this time. The Shared Technology Committee has studied RFID Programs from three vendors and is recommending that we spend the money that was set aside for a new computer system on a RFID Program.

Radio Frequency Identification Device (RFID) *(continued)*

RFID is new technology for libraries. Each library would receive a large quantity of tags to place in every book in their collection. The tag contains a barcode bibliography record for each book in the system. A stack of books can be placed on the RFID pad and all of the books will be checked in/out at one time. Also, each library will get a wand that they can scan books shelved on stacks to reduce inventory time for their collection (now in excess of 2.5 million items). SLC will have to purchase tags for every book in the Cooperative, pads for every circulation desk and security gates for each member library entrance and exist. The expectation of this system is to free up the circulation staff, ease the inventory process and allow the staff to manage the circulation of their collection i.e., how often a book is circulated. It is expected that \$1.5 million of Proprietary Fund monies will be used to support this project.

Motion made by Giordano to proceed with the planning of the RFID Project, seconded by Barr. Motion carried.

VII. Information Items

A. Automation Report

The upgrade patch on May 29, 2008 ran smoothly with only one glitch with the Smart Port function. This has been corrected. Computer installations are almost complete.

B. Urban Cooperation Act

The Shared Technology Committee is meeting July 17, 2008 to review the completed Urban Cooperation Act draft.

C. Cooperative Director/Trustee Meeting

The second Cooperative Director and Trustee meeting was held on June 20, 2008 at the Library of Michigan. Black and Woodford attended. The Hiawatha Cooperative is closing and will be absorbed by the Superiorland Cooperative leaving one cooperative to service the Upper Peninsula. This leaves nine cooperatives, plus Detroit Public Library and Southwest Cooperative in the state. As a result of the state librarian's planned proposal and an extensive discussion by Cooperative Directors and Trustees, it was proposed to put together a "Futures Conference" in the fall. The conference would involve every kind of library in the state to meet and come up with a plan for the future of libraries and funding in Michigan. The idea was shared with the state librarian and she said yes to the conference proposal. Minutes of the meeting are forth coming. To fund the "Futures Conference," each Cooperative was asked to commit a share, based on population.

Motion made by Wollenweber to approve up to \$5,000 to support the Futures Conference in the fall, seconded by Pasternak. Motion carried.

D. Future of the Macomb County Library

A proposed deal is underway for Wayne State University to take over the Macomb County Library. Darlene LaBelle, Director of the Macomb County Library, is aware that SLC must be given a 6 month notice to exit SLC's shared automation system.

Future of the Macomb County Library *(continued)*

Complete details of the proposal and its effects on SLC are unknown at this time. A target date of September 1st is suggested for the takeover.

E. Delivery RFP

One candidate, Trinity Delivery, has been interviewed as a possible new delivery system courier. The Delivery Committee was impressed with the owner of Trinity Delivery and the Council has directed Woodford to pursue putting together a contract to submit to the Board for a new delivery vendor. This is a new start up business and could be a “leap of faith” on our part. The owner of the delivery company works at the Roseville Public Library on a part-time basis and is familiar with our delivery system needs. The proposed contract would be for a closed delivery system.

F. Full Time permanent Director Search

The position has been posted and the deadline to submit a resume is July 31, 2008. Resumes can be mailed or sent via email to Ron Black. Volunteers are needed to serve on the interview board panel.

G. Museum Adventure Pass

Everything is going great!

VIII. Next meeting date

The SLC Board Meeting for July is cancelled until further notice. The next Board Meeting is Thursday, August 28, 2008, 7:00 p.m. at the Suburban Library Cooperative.

IX. Adjournment

Pasternak moved to adjourn at 9:25 p.m., supported by Giordano. Motion carried.

Respectfully submitted:

Denise Giordano,
Secretary