

SUBURBAN LIBRARY COOPERATIVE  
44750 Delco Blvd  
Sterling Heights, Michigan 48313  
Board Meeting  
September 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), Barbara Brown (Clinton-Macomb),  
Denise Giordano (Eastpointe), Dick Runels (MacDonald),  
Ron Black (Shelby), Lynne Gregory (Troy), Frank Pasternak (Warren)

Excused: Frank Sosnowski (Harper Woods), Mark Wollenweber (St. Clair Shores),

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

Guest: Mary Elizabeth Harper, Director, Romeo District Library

- II. Approval of the Agenda.

Add Conference Room Lighting Quote to Agenda Item G.

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

- III. Approval of the Minutes.

Brown made the motion to adjourn the last meeting, not Pasternak. Change September meeting to Wednesday, September 24, 2008.

Motion made by Brown to approve the amended August 18, 2008 Minutes, supported by Giordano. Motion carried.

- IV. Member Library concerns.

TPL has a coffee shop that closed and Gregory asked, what have other libraries done with the room? SCS has a café and recently had to find another catering vendor for the café.

MPL is starting plans to add an addition.

Clinton Township is requesting that CMM help pay to widen the part of Romeo Plank Road that borders their property.

WPL is considering closing the Maybelle Burnette Branch in a few years.

ROK is in need of a new roof and handicap ramp and porch. Harper asked for roof contractor references.

## V. Public Participation.

There was none.

## VI. Approval of the Bills

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

## VII. Action Items

### A. Appointment of Director

Mary Elizabeth Harper, Director of Romeo District Library was the top candidate from the Interview Committee and was invited to attend the Board Meeting. Prior to considering Ms. Harper the director position; the Board adjourned to close session to discuss the appointment.

Closed Session: 7:20 pm      Open Session: 7:38 pm

The Board offered Mary Elizabeth Harper the full-time position of Director of the Suburban Library Cooperative at a salary of \$86,500 starting November 1, 2008. Mary Elizabeth Harper requested that she be allowed give the Board an answer no later than October 15, 2008. The Board agreed to her request.

Motion was made by Runels to accept the recommendation of the Interview Committee to hire Mary Elizabeth Harper as the full-time Director of the Suburban Library Cooperative, seconded by Giordano. Motion carried.

### B. 2008/2009 Salary Schedules

The Salary Schedule was approved by the Personnel Committee and Council and distributed to the Board for discussion. The increases include a 1.75% Cost of Living Adjustment and a merit increase. The increases range from 1.75% - 3.5% except for a couple of staff members who have reached the top of their pay range. Woodford is recommending that the new Director review all job classifications and salary ranges. Are these salaries competitive? Yes, they are mid range with comparable positions in the Metro Detroit area. Are we being fiscally responsible? Yes, money is available in both the General and Proprietary funds.

This year, nine of our eleven positions include a merit increase of 0% to 1.75%. This is based on performance and where each salary stands in its range. For two instances this year salary adjustments well above the 0% to 1.75% merit increase are being recommended.

For the position of Administrative Assistant, I am recommending a merit increase of 8.0%. I am basing this recommendation on the increased duties that have been assigned to this position.

For the position of Hardware Support Specialist, I am recommending a merit increase of 6.0%. I am basing this recommendation on the increased duties that have been assigned to this position for tasks undertaken and completed prior to the hiring of our Systems Librarian.

Motion made by Pasternak to approve the 2008/2009 Salary Schedules, seconded by Barr. Motion carried.

C. 2008/2009 General Fund Budget

The General Fund Budget was distributed and discussed. The reason there is a deviation from some of the expenses is that we have been in our new building for over a year and are better able to give accurate figures. State Aid revenues are the same as FY 2007/2008.

Motion made by Pasternak to approve the General Fund Budget, seconded by Runels.  
Motion carried.

D. 2008/2009 Proprietary Fund Budget

The Proprietary Fund Budget was distributed and discussed. The Macomb County Library situation may change the Proprietary Draft Budget and the budget will need to be revised once the final notice for withdrawal is given to SLC. The director from TPL has requested information for the cost of a standalone automation system and a request has been given to Sirsi to quote a standalone system for each member library.

Motion made by Runels to approve the Proprietary Fund Budget, seconded by Brown.  
Motion carried.

E. Macomb County Library

As of October 31, 2008 the Macomb County Library will become the Macomb Reference and Research Center. The Library Board will dissolve and the library will be disbanded. Harrison Township's new city manager is inquiring about books from MCL. SLC member libraries are being sent a letter from the County Commissioners regarding the distribution of MCL materials.

The Library for the Blind and Physically Handicapped (LBPH) will stay in the MCL. SLC has offered to be their fiduciary agent and Woodford discussed our responsibilities with the State Librarian. State Aid is \$42,000 that SLC will maintain and be reimbursed for bookkeeping costs. The current LBPH employees will continue to be paid for by Macomb County.

Runels made a motion to consider serving as the fiduciary agent for the Library for the Blind and Physically Handicapped and wants to see the details of any agreement in writing before accepting, seconded by Brown. Motion carried.

F. 2008/2009 Board Meeting Dates

October 30, 2008 - 7:00 p.m.  
November 20, 2008 - 7:00 p.m.  
December 18, 2008 - 7:00 p.m.  
January 29, 2009 - 7:00 p.m.  
February 26, 2009 - 7:00 p.m.  
March 26, 2009 - 7:00 p.m.

April 30, 2009 - 7:00 p.m.  
May 28, 2009 - 7:00 p.m. (Harper Woods Public Library)  
June 25, 2009 - 7:00 p.m.  
July 30, 2009 7:00 p.m. (if necessary)  
August 27, 2009 - 7:00 p.m. (if necessary)  
September 24, 2009 - 7:00 p.m.

## G. Budget Report

The conference room has dark areas and needs better lighting. Two electrical contractors submitted quotes to redo the lighting in the conference room: Hamilton and Sons Electric Co. for \$1,503 and RCI Electric for \$1,549.

Motion made by Gregory to authorize the change of the lighting fixtures in the conference room and accept the quote from Hamilton and Sons Electric Co. for \$1,503, seconded by Barr. Motion carried.

## H. Finance Committee Report

At their meeting of September 15, 2008 the finance Committee invited Kathy Nurre, Ambassador Capital Management, to meet with the Committee. Following discussion it was decided to invest \$300,000 in three new CDs - one for the General Fund and two for the Proprietary Fund. The Board directed Woodford to proceed with this recommendation.

## VIII. Information Items

### A. RFID

RFID project is well underway and 3M is visiting with member libraries to talk about each library needs for scheduling and gates.

ROG already uses RFID tags, but the old tags cannot be used with the 3M system. Harper stated that the 3M technology is great and the process is an improvement.

### B. Trinity Delivery

October 1<sup>st</sup> our new delivery will start. Bins are in and have been stenciled with SLC.

### C. One Book One Community (OBOC)

*Cold Paradise* by Mr. Steve Hamilton is being discussed throughout libraries throughout Macomb County and Troy.

### D. Museum Adventure Pass (MAP)

July usage statistics were enclosed in the Board packet.

## VIII. Next meeting date

Farewells were given by Giordano and Gregory.

The next Annual Board Meeting is Thursday, October 30, 2008; dinner is at 6:30 p.m. and the meeting starts at 7:00 p.m. at the Suburban Library Cooperative.

IX. Adjournment

Runels moved to adjourn at 9:05 p.m., supported by Giordano. Motion carried.

Respectfully submitted:

Denise Giordano,  
Secretary