

SUBURBAN LIBRARY COOPERATIVE
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COUNCIL MINUTES

Suburban Library Cooperative
January 10, 2008

I. The meeting was called to order at 9:34 a.m. at the Macomb County Library.

Present: Smith (Armada), Lusardi (Chesterfield), Neal (Clinton-Macomb), Slivka (Fraser), Parus (Harper Woods), Hoffmeyer (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), Labelle (Macomb), Worrell (Mount Clemens), Graham (Ray), Harper (Romeo), Valade (Roseville), Chambers (Shelby), Turgeon (Sterling Heights), Russ (Troy), Henderstein (Warren), Paquette (SLC), Woodford (SLC)

Absent: Cross (Center Line), Sterling (Eastpointe), Orlando (St. Clair Shores), Doege (Utica)

II. Approval of the Agenda.

Turgeon moved to approve the Agenda, supported by Valade. Motion carried.

III. Approval of the Minutes.

Harper requested to remove the second line in the Member Library announcements: ROG.

Henderstein made a motion to approve the amended minutes of the December 13, 2007 meeting, supported by Thomas. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation

To date we have received five applicants for the System Librarians position and the interview scheduling will start Wednesday, January 23. The Interview Committee consists of Turgeon, Woodford and Frezza.

The Wonderdesk software was approved last August, and has recently been ordered.

Question: Have more RFID demonstrations been scheduled and did we get a quote from 3M? Frezza is in the process of scheduling demonstrations from two other vendors and 3M has refused to give us a quote. The Shared Technology Committee is in favor of getting a total quote for the whole system.

B. MeLCat

TPL has asked for a week extension to go live on MeLCat as no date was given out until the System Managers meeting on January 8th and MeLCat is scheduled to go live on January 11th.

Neal recommended that we contact MLC to see if we have to go live on the 11th or if we can be put on a "school type" hold until January 18th.

For the first two months the Consortium is putting SLC on the bottom of the holds queue until staff is more familiar with the system.

Double processing books may cause more manpower. Books can be checked in through Innovative, but won't be counted in circulation.

MeLCat (*continued*)

The Roseville Public Library IP address was changed and MeLCat will not be "turned on" for 2 weeks.

If you are going to be putting your short records in as a circulation function as opposed to having it done as part of your acquisitions' module, please let Vicki Harris know because there is a little tweak that needs to be done.

Motion made by Russ that the Suburban Library Cooperative go live on the MeLCat System on January 18th, 2008 instead of January 11, 2008, seconded by Harper, CMPL abstained. Motion carried.

C. ProMed Delivery

Procedures for libraries to package and label materials were distributed and will be posted on the SLC website soon and will include an origination date.

Libraries need to be diligent in searching their shelves before we can send out our lost items report to ProMed. The first report will be very large.

ProMed is calling libraries to check on drivers.

D. Personnel Committee Recommendations

The Personnel Committee Recommendations were distributed.

1. Based on our DSLRT Survey for comparable positions, it was recommended that the salary range for Head of Systems be set at \$48,200 - \$60,000.
2. Part-time staff scheduled for 30 hours per week must elect one of three options for scheduling time off on a holiday.
Option 1. Take the day off with no pay above holiday pay.
Option 2. Schedule the day off with 6 hours of paid holiday time and supplement this with 1.5 hours of vacation time for a total of 7.5 hours.
Option 3. Schedule the day off with 6 hours of paid holiday time and make up the remaining 1.5 hours on another day or days during the pay period.
3. New Personnel Policy: No 24 - Six Month Evaluation and Pay Adjustment for New Hires
For a new hire, there will be a six-month training period. After the training period, an evaluation will be conducted and an increase in salary will be provided based on the evaluation.

Motion made by Turgeon to approve the Personnel Committee Recommendations as stated, seconded by Parus. Motion Carried.

V. Announcements and Information.

A. State Aid

Some of our member libraries have not submitted their state aid report. 186 public libraries half filed, 200 are in the processing and about 6 haven't even logged on. You must submit your report by January 31st. State Aid checks are coming in as one check instead of two checks.

B. Future of Cooperatives

The State Librarian, Nancy Robertson, has posted the new proposal from her Advisory Committee on her blog for public comment.

<http://statelibrarianofmichigan.blogspot.com/>

Go to these links to see the proposed model and related explanatory and supporting documents:

[State Support of Public Libraries Proposed Model \(December 2007\)](#)

Future of Cooperatives *(continued)*

[Brief Explanation of the Proposed Model for State Support of Public Libraries](#)

[State Support of Public Libraries: Current Proposal and Invitation to Comment \(December 2007\) -- Narrative of Advisory Committee Meetings and Process](#)

[State Support of Public Libraries: Current Proposal and Invitation to Comment \(December 2007\) -- Executive Summary](#) .

Question: Who does this model really help? The model is supposed to help libraries sustain state funding in the future as legislators keep cutting state aid.

The state legislature overall, has tried for years to force municipalities to take on more and more expenses. The state librarian believes her model is a more viable tool to tell legislature that we are spending state aid on state wide distribution of all our materials that will benefit everybody in the state equally. If we tell the legislature that we want to buy books with half of our state aid, they could refuse the funding.

According to the model, state aid will be directed to the Library of Michigan and the Library of Michigan would be the fiscal administrator of state aid.

One impact this model will have is all of SLC reciprocal borrowing would be done through MeLCat and MeL delivery. In the model, Provision Number 5, costs associated with participation in/enhancement of statewide core services provides the option for a group to decide that if MeL delivery on a statewide basis is not efficient and we want to continue a local delivery service then we can use those funds to pay for it. A non-profit corporation would need to form and libraries would sign a 3 year service contract to pick and choice services that the non-profit corporation is providing.

Please comment online on the blog spot individually and encourage your board members to comment as well.

The state librarians proposed mode, once agreed to, must be re-written as legislation and then approved by the state legislature.

The Cooperative Directors counter proposed model for public libraries and cooperatives was distributed.

This model is supported by 10 of 12 Cooperatives

<http://www.uproc.lib.mi.us/slc/finance/serviceplan.html>

January 2008 Update

[Library of Michigan Proposal](#)
[Cooperative Directors Proposal](#)
[Talking Points on LM Proposal](#)

There is considerable concern by the Coops that serve small to mid size libraries. The cooperative services that are provided for smaller libraries will now be handled by Lansing. If cooperatives would have been dissolved yesterday, most questions that were asked this morning would have to have been, answered by the Library of Michigan.

C. Urban Cooperation Act (UCA)

One major change in the UCA draft plan is the Board that would operate this agency will be the local member library directors as opposed to a citizen's library board representative. The composition of the board would be a library director of every library that is a member of the new organization.

There are 11 employees in the Cooperative; seven are automation employees and 4 are SLC employees. The Committee recommended calling the new business the Suburban Automation System (SAS).

The attorney will need to be notified of these major changes in the agreement and prepare a new draft.

Urban Cooperation Act *(continued)*

Question: If cooperatives are dissolved, is there a way for new libraries to become members of the automation system and/or to join for other services like a regional delivery? The Suburban Automation System bylaws should state what services the Automation Services provides and cost of each item.

Question: Is there a provision for dissolution of SAS? Yes, under Item VI. Dissolution and Distributions and the Shared Technology Committee is recommending the payout could be the average number of staff users over the last five years.

The Shared Technology Committee (CHE, HPW, LEN, MCL, SHL, ROG, and RSV) needs to reconvene before the February Council meeting to review the updated draft of the Urban Cooperative Act agreement.

D. MLA Public Policy

MLA Public Policy meetings are open meetings and "The Future of Cooperatives" is on the agenda this month. Once comments from the blog are collected, the State Librarian wants to move ahead with legislation immediately.

VI. Member libraries' announcements/concerns.

Thank you to Macomb County Library for hosting the meeting.

Member library Museum Adventure Pass statistics for October were distributed.

DSLRT will be on January 18th, 9:00 am at the Farmington Community Library. Social time is at 8:30 am, 9-10 am is the DSLRT meeting and program is 10-11 am. The speaker is Melvin J. Muskovitz, a labor attorney from Dykema Gossett PLLC. The topics are personnel employment issues like back ground checks on employees and disciplining problem employees.

ARM – \$1,000 was taken out of capital funds to complete the renovation. Read to me Roscoe is scheduled this month.

CLL – Absent.

CHE – Getting a tremendous amount of press on programs from the Free Press. Program attendance is up. One of the benefits of the Betty Tobin Trust is that we can offer more programs and when attendance is high we can add a second program. We are also purchasing two copies of some books.

CMPL- MLA distributed paper ballots. Strategic Plan is done and will present it next week. Our Friends Group purchased a DVD repair machine available as a service in our store and volunteers will do the cleaning/repairs. We are opening this service to libraries for \$2.00 per CD. We completed a usability test on our Catalogs. Julian Moore, Head of Special Services, pulled patrons and asked them to try to find items. Something so simple sounding was the labeling of location where materials were, resulted in changing some items like Periodicals to Magazines and 1st Floor DVDs.

EPL - Absent.

FRA - 3 days of Christmas Celebration went very well.

HPW – Annual Blood Drive on Dec. 28th was very successful. Starting AARP in February. Green Building Proclamation received from Wayne County and having a presentation at our January meeting. Starting to plan Green Building projects in late April.

LEN – The Township is negotiating property. EnvisionWare loaded on Monday.

LWM – No Report.

MPL - Working on the 2008/2009 Budget and the state aid report is finished. Winter programs are going well.

MCL - We have a lot going on which has been driven by the County Budget. Employees are resigning and the Macomb Literacy Program Director, Jessica Cheshire has resigned, but has offered to help us through this transition for a period of time. Jessica has raised over \$250,000 for the Literacy Program. If SLC dissolves and the County Library closes; MLP and will have to find another location and fiscal agent. We lost 3 full-time positions and are restructuring to three service areas keeping IT & Circ combined. The County has a 5.25 million deficit and is still discussing closing the library.

MTC - Have had a relationship with Interfaith Center for Racial Justice for many years and we are sending their tabloid through delivery. Ready to start our AARP tax system on Feb. 5th and will help around 600 - 700 disadvantaged people with their taxes

RAY - Read to me Roscoe is scheduled on the 19th.

ROG - Valentine Celebration on February 9th and ending on the 15th with a Chocolate Festival. The library is partnering with the Starkweather Alley Gallery to do poetry readings and a production of the Frog Prince with high school students. Read to me Roscoe is also scheduled.

RSV - Read to me Roscoe is scheduled on January 18th.

SCS - Absent.

SBL - We are down man hours and replacing staff.

SHL - Distributed newsletter. Our Friends Group raised \$60,000 from our book sales in 2007.

TPL - First draft of final needs assessments is in. TPL Friends Book Shop raised over \$100K in 2007. Chelsea District Library will be in the February 2008 issue of Library Journal.

UPL - Absent

WPL - Working on the Budget, Programs are going well and started a Book Discussion Group every 3rd Tuesday morning at 10:00 am.

VII. Public Participation.

No public participation.

VIII. Next meeting date.

The next meeting will be February 14, 2008 at the Eastpointe Memorial Library at 9:30 a.m.

IX. Harper moved to adjourn at 11:55 a.m., supported by Lusardi. Motion carried.