

**SUBURBAN LIBRARY COOPERATIVE**  
**44750 Delco Blvd**  
**Sterling Heights, Michigan 48313**  
**(586) 685-5750**

**COUNCIL MINUTES**

**Sterling Heights Public Library**  
**September 11, 2008**

I. The meeting was called to order at 9:38 a.m. at the Sterling Heights Public Library.

Present: Smith (Armada), Sterling (Eastpointe), Slivka (Fraser), Parus (Harper Woods), Hoffmeyer (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), Casamer (Macomb), Worrell (Mount Clemens), Graham (Ray), Harper (Romeo), Orlando (St. Clair Shores), Conklin (SBL), Turgeon (Sterling Heights), Henderstein (Warren), Radcliffe (SLC), Woodford (SLC)

Absent: Cross (Center Line), Lusardi (Chesterfield), Neal (Clinton-Macomb), Valade (Roseville), Russ (Troy), Doege (Utica),

II. Approval of the Agenda.

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

III. Approval of the Minutes.

Motion made by Harper to approve minutes of the August 14, 2008 meeting, supported by Henderstein. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation

The RFID Project expenditures were formally approved by the SLC Board on August 28, 2008. Directors have received emails from David Tuttle, Sirsi and Gregory Fisher, 3M regarding planning and coordinating site visits. Within the next three weeks, teams will go to each library to look at each facility and measure for gates. TPL has requested to be the first library to proceed with the RFID project; SHL and SBL also requested to be next in line to start RFID. Those libraries that are not ready for the RFID system can wait, but it doesn't mean that you can't start to tag your materials at your own pace.

Sirsi is demonstrating the new Enterprise upgrade to replace iBistro to the SLC staff and more information will be forthcoming.

Amy Shaugnessy has been receiving calls regarding the memo sent out stating that items ordered through OCLC should be picked up at the library where the patron's card was issued. SLC will look into developing procedures for ILL, MeLCat and OCLC.

B. Salary Schedule

Salary adjustments for FY 2008/2009 are based, again this year, on several factors. First, the ranges for each classification have been increased by a Cost of Living Adjustment of 1.75%. Second, the Recommended Salary for each classification is based on a merit adjustment plus the COLA adjustment. 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, Woodford is recommending a merit increase of 8.0%. He is basing this recommendation on the increased duties that have been assigned to this position.

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

Salary Schedule (Continued)

These schedules and adjustments have been approved by the Personnel Committee.

Motion made by Turgeon to approve the recommended Salary Schedules and forward the Salary Schedules to the Cooperative Board of Trustees for final approval, seconded by Orlando. Motion carried.

C. FY 2008/2009 General Fund Draft Budget

This FY2008/2009 General Fund Draft Budget is based on the same State Aid revenues as FY 2007/2008, a decrease in interest revenues, and expenditures based on the actual expenditures in our new offices for the past year and our needs for the coming year.

Motion made by Harper to approve the FY2008/2009 General Fund Draft Budget and forward to SLC Board for approval, seconded by Sterling. Motion carried.

D. FY 2008/2009 Proprietary Fund Draft Budget

This FY2008/2009 Proprietary Fund Draft Budget is based on income from the current number of staff users as of today and a substantial decrease in interest revenues due to spending for our RFID project. Expenditures have been adjusted to reflect the actual expenses incurred in our new offices this past year and our needs for the coming year.

Motion made by Turgeon to accept the FY2008/2009 Proprietary Fund Draft Budget and forward to SLC Board for approval, seconded by Hoffmeyer. Motion carried.

E. Trinity Delivery

Eli Marina, Trinity Delivery has hired Ed Clore, formerly Macomb County delivery driver/sorter. The ProMed delivery driver for Chesterfield stated that ProMed only had to deliver four bins a day since SLC is withdrawing from the MLC delivery contract. This is not true and Woodford will follow up with MLC to verify complete delivery service.

Packaging of materials is now an "option" for our new delivery system. The previous labeling system of putting a slip inside a book and handwriting the forwarding library's abbreviated name on the slip is sufficient for Trinity Delivery. SHL has completed a process review of the Circulation Department and found that separating books by returns and holds does not save time. SHL requested that SLC just use white slips, instead of blue and white. Council agreed to use only white slips that have TO: printed on the top and bottom of the slip to get two uses per slip. CMPL slips will still be yellow and include a date line

ProMed Delivery will deliver SLC items and pickup MeLCat items on September 30<sup>th</sup>. MeLCat items will be delivered to SLC on October 1<sup>st</sup>. Trinity Delivery picks up SLC items on October 1<sup>st</sup>. SLC bins and white labels will be available before September 30<sup>th</sup>. Council agreed that libraries can pick up their own bins/labels from CHE. SLC will send out an email coordinating pick up times and amount of bins that each library will receive.

F. Delivery Committee Formation

ARM, MCL, RAY, SCS and SHL volunteered to be on the new Delivery Committee. The Committee will meet three times a year, Dec, Apr & Aug at 11:00 am after the Council Meeting.

G. Committee Meeting Schedule 2008/2009

The list for the 2008-2011 new committee members was included in the Council packet and discussed. The Committee Meeting Dates for 2008/2009, included in the Council packet, had the following changes:  
Add Shared Technology to January  
Change the Standards and Procedures date to January 19<sup>th</sup>.

Committee Meeting Assignments:

Bylaws & Cooperative Plan: CMPL, EPL, FRA, ROG, SCS, UPL

Continuing Education: CLL, LWM, MPL, RAY, ROG, RSV, WPL

Committee Meeting Schedule 2008/2009 *(Continued)*

Personnel: CHE, CMPL, HPW, LEN, SCS, SHL, TPL

Public Relations: FRA, MPL, MCL, MTC, SCS, SBL, WPL

Shared Technology: ARM, HPW, LEN, RSV, SHL, TPL

Standards & Procedures: ARM, CHE, EPL, HPW, RSV, SBL, UPL

Delivery: ARM, MCL, RAY, SCS, SHL

H. MeLCat Roundtable

SLC to chair a new ILL Roundtable.

V. Announcements and Information.

A. Director Position

SLC is moving forward on references and background checks. The SLC Board is expected to make a decision at the end of the month.

B. Urban Cooperation Act (UCA)

The SLC Board made some minor changes to the Urban Cooperation Act and is agreeing to put the UCA on hold until needed. The Board will make a final recommendation when the final clean copy is prepared.

C. SLC In service

Thank you all for your help. We had a nice turn out and received positive responses from the evaluations.

D. DSLRT

The next meeting is September 19<sup>th</sup> and Kristen Valyi-Hax is the new co-chair of DSLRT. SLC is updating the DSLRT database and will compile the DSLRT survey.

E. MLA Public Policy

No Report.

F. MAP Statistics

October 25<sup>th</sup> is the starting date for the 2008/2009 MAP Program. "Collateral" will be distributed 2 weeks before the kickoff date. Monroe County Library System has joined the MAP Program. All "collateral" from 2007/2008 should be boxed and thrown away. July statistics for the libraries and the museums were included in the September Council packet.

VI. Member libraries' announcements/concerns.

Thanks you to Sterling Heights for hosting the Council Meeting.

The Special Services Chart is being updated.

OBOC has done a fantastic job and draft of the press release came out.

ARM – Author of Michigan One Room School House, Mary Keitham, is speaking on September 17.

CLL – Absent.

CHE – Absent.

CMPL – Absent.

EPL – Final distribution of over \$79,000 from the Vera Malone Estate was received. City Hall is moving into their new facility and the library is getting a new roof.

FRA - Our September Fall Programs are in full swing; program flyers distributed.

HPW – Received a \$1,000 grant from Target. City of Harper Woods is having an open house on Saturday, September 13.

LEN – We now have just over 3 acres of property for a “future” library.

LWM – Received a \$2,000 grant from Target. Starting Music on Mondays Program every other month.

MPL – Getting new carpets next month. Received a \$2,000 grant from Target and are starting a Music on Mondays Program every other month.

MCL- MCL is no longer open on Sundays, but programs are still running. No new details regarding the Wayne State takeover or merger.

MTC – Paula Tutman discusses her new thriller, *Deadline*, on September 30<sup>th</sup>. Received a unanimous gift of \$10,000. This year, MTC has hosted over 800 public meetings in their library.

RAY – Received a \$1,000 grant from Target. for 2009 summer reading. Received a \$10,000 grant from the Four County Community Foundation for historical exterior renovations.

ROG – Kezar library needs a new roof and we are looking for a roofing contractor. Please contact Harper if you know of a good roof contractor. Received a \$3,000 grant from Target for our fall programming and we started our Fall Music Theory Program and our 4<sup>th</sup> year of the Mystery Comes to Michigan Program. ROG hours have changed on Friday and Saturday 10:00 am – 6:00 pm and Sunday 1:00 – 5:00 pm. ROK is now closed on Saturday.

RSV – Absent

SCS – “Catch the Reading Bug” from the Library of Michigan Foundation is awarding one of our patrons a scholarship. Author Matthew Wentworth, *The Perfect Season*, is speaking on September 13. Do libraries create a new card when a child turns 18? Most libraries have the new adult sign a card, but just update the information on their existing card.

SBL – Added thermal printers to our Circulation area and they are working very well.

SHL – The SHL newsletter was distributed. Currently working on the library budget.

TPL – Absent.

UPL – Absent.

WPL- Paula Tutman is coming in November. We are offering free computer classes and they were filled for the year after the third day of registration.

#### VII. Public Participation.

No public participation.

#### VIII. Next meeting date.

The next meeting will be October 9, 2008 at the Fraser Public Library at 9:30 a.m.  
Continuing Education Meeting to follow.

#### IX. Adjournment

Turgeon moved to adjourn at 10:55 p.m., supported by Orlando. Motion carried.