

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

**COUNCIL MINUTES**

**Romeo District Library - Graubner**  
**August 9, 2007**

I. The meeting was called to order at 9:39 a.m. at the Romeo District Library - Graubner.

Present: Smith (Armada), Lusardi (Chesterfield), Neal (Clinton-Macomb), Sterling (Eastpointe), Schmidli (Fraser), Reghi (Lois Wagner), Thomas (MacDonald), Casamer (Macomb), Worrell (Mount Clemens), Turgeon (Sterling Heights), Orlando (St. Clair Shores), Chambers (Shelby), Russ (Troy), Doege (Utica), Henderstein (Warren), Valyi-Hax (SLC)

Absent: Cross (Center Line), Parus (Harper Woods), Hoffmeyer (Lenox), Graham (Ray), (Romeo), Valade (Roseville)

II. Approval of the Agenda.

Neal made a motion to add Agenda Item IV.E. Personnel Committee Recommendation.

Chambers moved to approve the Agenda, supported by Worrell. Motion carried.

III. Approval of the Minutes of the last meeting.

Henderstein moved to change free computer classes in the fall from WAM to WMB.

Chambers made a motion to approve the amended minutes of the last meeting, supported by Russ. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation

9XX Ordering is working now. You can go to a third party site, i.e. Baker and Taylor's Title Source product or Brodart's Bibz and order their product. Then they will FTP a file to you, you bring it onto your desktop, load it up into the Sirsi Unicorn system and run reports. TPL and ROG are working with this product. If you are interested in this product, let SLC know.

MeLCat training is scheduled for September. Vicki Harris, Charlie Nocita and Kim Shearer will be attending the training. Vicki and Charlie will be taking on most of the responsibilities of MeLCat.

The first link for the Gail Virtual Reference Library has been added. All libraries can click on the link. MCL's website has a link that has a Gale Virtual Reference Library button and underneath all the titles are listed separately, where as TPL just lists them alphabetically. Directors would prefer one link with the titles listed underneath.

B. Wonder Desk Help Desk Software Purchase Recommendation

Per the Strategic Technology Planning Report the Shared Technology Committee is recommending that SLC purchase Wonder Desk Help Desk Software (Standard) for \$499 with an annual upgrade fee of \$35.00. The software is web based so there is no need to load a package on your PC. The URL is [www.wonderdesk.com](http://www.wonderdesk.com).

Motion made by Turgeon to approve the purchase of Wonder Desk Help Desk Software, seconded by Doege. Motion carried.

C. Pursue Purchasing SirsiDynix's EPS Product

Per the Strategic Technology Planning Report the Shared Technology Committee is recommending to pursue purchasing pricing information to purchase EPS rooms. IBistro is starting to look outdated and there is a lot more that we can do with their EPS product. This money will come from SLC and will not increase pricing for member libraries.

Motion made by Smith to approve pursuing the purchase of SirsiDynix EPS product, seconded by Turgeon. Motion carried.

D. Pursue Purchasing RFID Products

Per the Strategic Technology Planning Report the Shared Technology Committee is recommending SLC pursue purchasing RFID products. Before these products are pursued, Neal recommended that SLC answers the question of "Is your priority for sorting?" If you are looking at sorting, then take a look at King County's RFID sortation system that is based on barcodes. Lusardi recommended that we research grants.

Motion made by Doege to approve pursuing RFID products, seconded by Russ. Motion carried

E. Personnel Committee Recommendation

Per the recent resignation submitted by Kristen Valyi-Hax, the SLC Personnel Committee has contacted Art Woodford, retired director from SCS, to accept the Interim Director position at SLC. Art is considering the proposal as long as it is part-time and he only works with the administrative side of the Cooperative. Salary is to be determined.

Motion made by Orlando to recommend to the Board that SLC hire Art Woodford as the part-time Interim Director for the administrative side of the Cooperative, seconded by Worrell. Motion carried.

Promote Chris Frezza to Interim Head of System at a salary rate of \$28.00 per hour. In order for Chris to become the Interim Head of System, Chris will need to take a class on budgeting and one on management at a local college.

Motion made by Chambers to promote Chris Frezza to Interim Head of System at a salary rate of \$28.00 per hour with the understanding that Chris is to take the recommended courses, seconded by Smith. Motion carried.

Promote the Cataloger from part-time to full-time.

Motion made by Lusardi to change the Cataloger status from part-time to full-time, seconded by Smith. Motion carried.

A full-time Systems Librarian position needs to be posted soon. The pay scale will be the same as the Cataloger's.

Motion made by Turgeon to approve the posting of a full-time Systems Librarian position, seconded by Russ. Motion carried.

V. Announcements and Information.

A. MLA Public Policy.

Directors Summit was held on August 8. The Chief Deputy Treasurer spoke, as did Michael Boulus, Executive Director of the President's Council State Universities of Michigan. Larry Neal typed notes directly into a blog on the MLA website. MLA is starting to work on their 2009 budget request and is working on being proactive in dealing with legislation.

B. Macy's Museum Adventure Pass.

All the libraries must sign a "letter of participation" to join/participate in this program. The Library of MI Foundation is administering the libraries and a new group called The Southeast MI Cultural Alliance is administering the cultural institutions. Participating museums include: DIA, Detroit Zoo, Cranbrook, Henry Ford, the African American Museum and more. Collateral items are bookmarks, booklets and things that will be sent directly to the libraries from Macy's. Macy's will be handling the media relations and asked libraries to promote the program locally via newsletters, web sites, etc.

Macy's will print colorful cards for the passes. Macy's is purchasing 3 sided racks to display the cards for those libraries that requested one, and they are the libraries' to keep. Each library will receive 5 passes for each museum that is on the display rack. One pass is for up to four people. When a patron signs out a card, the circ staff writes the name of the museum and the expiration date on a pre-made ticket. The circ staff then places the card pass with an expiration date on it in a 7 day tickler file box. On the seventh date, the card is available to put back on the display rack. In the meantime, the patron goes to the museum, uses the ticket and the museum keeps it for Macy's records. The pass procedures will be discussed at the next Circulation Roundtable.

C. Meeting with Nancy Robertson

Nancy Robertson is scheduled for an open meeting on Monday August 13<sup>th</sup> at 1:00 pm at SLC.

D. Shared Technology Committee Findings on Urban Cooperative Act

An updated agreement was reviewed. Council members are interested in seeing the comments and agreements made. The Board Members for the Automation System would be the same people that are on the Rules Committee. Would this be a conflict of interest? A suggestion was made to have System Managers on the Rules Committee representing the libraries that are on the Board for the Automation System.

E. 9XX Ordering

Discount received to purchase 10 training DVD's. Some of the titles are: "Phone Power", "Good Customer Service" and "How to Make Everyday a Terrific Day." These items will in available only for staff in Professional Development area. Patrons would not be able to see the titles.

F. Annual Plan

Annual Plan Meetings are starting. One group is meeting at CMM on August 10<sup>th</sup>. Please schedule the other meetings within the week so the Annual Plan can be taken to the Board.

VI. Member libraries' announcements/concerns.

Cathy Russ is considering a renting out a theater for a "Library movie night/book talk" and asked if other libraries would be interested.

Larry Neal and Cathy Russ have taken over the leadership of DSLRT. The meetings are scheduled quarterly, on the third Friday of the month at 9:30 am; September 21<sup>st</sup> in Southfield and November 16<sup>th</sup> at WPL.

ARM – No Report.

CLL - Absent

CHE - Our Summer Reading Program was successful. The Teen Summer Reading finale was at Kolping Park and 12 Kohl's staff volunteered and raised \$1,000 for the library.

CMPL- Salary Survey is on the "to do" list and scheduling a media manager for the November DSLRT.

EPL - No Report

FRA - Due to recent robbery, the City has provided us with a security system.

HPW - Absent

LEN - Absent

LWM – Getting a new roof and interior painting.

MPL – The City is getting a new Recreation Center. The library may get the Police Dept. property. Ms. Devinney is working with MTC Hospital and is looking into a security checkout system. Checkpoint, 3M or Bayscan are possible systems or see if anyone is getting rid of an old system.

MCL – Community Parking Lot Sale in July with 160 vendors. Total amount raised for Friends was \$2,700. Tentative bowling fundraiser scheduled on Oct. 5<sup>th</sup>. We have 2 eBay programs on August 29<sup>th</sup>.

MTC – Harry T. Cook, author, journalist, Episcopal minister and affiliate of the Center for New Thinking, will present this tribute to his late friend and colleague, Sherwin Wine on September 25<sup>th</sup>.

RAY – Absent

ROG – Absent

RSV – Absent

SCS – 660 applications have been received for our two positions; a full-time Librarian II (nights & weekends) and a Librarian Aide 1.

SBL- No Report.

SHL – Distributed the “Friends Newsletter.” No Report

TPL – Our RFP for needs assessment/feasibility study is out. Thank you to SLC for helping TPL to be the beta test site for the self checkout machine called “icheck.”

UPL – No Report.

WPL – Had a picnic for the finale of the Summer Reading Club.

#### VII. Public Participation.

No public participation.

#### VIII. Next meeting date.

The next meeting will be September 13, 2007 at the Mt. Clemens Public Library at 9:30 a.m.  
Public Relations meeting to follow.

#### IX. Meeting adjourned at 11:15 a.m.