

SUBURBAN LIBRARY COOPERATIVE
16480 Hall Road
Clinton Township, Michigan 48038-1132

Board Meeting
December 16, 2004

- I. The meeting was called to order at 7:00 p.m. at the Macomb County Library by Lynne Gregory, Chair.

Trustees present: Michael Miller (Chesterfield), Judith Weibel (Romeo),
Michael Keith (Roseville), Mark Wollenweber (St. Clair Shores),
Robert Kearis (Shelby Township), Nancy Todorovich (Sterling Heights),
Lynne Gregory (Troy), Kathelyn Tracy (Utica)

Trustees absent: Frank Pasternak (Warren)

Staff present: Tammy Turgeon (Suburban Library Cooperative)

- II. Approval of the Agenda.

Wollenweber moved to approve the Agenda, supported by Kearis. Motion carried.

- III. Approval of the minutes of the last meeting.

Keith moved to approve the minutes of the last meeting, supported by Miller. Motion carried.

- IV. Member Library concerns.

The Troy Community Center has an 18 month lead time to reserve a meeting room.

- V. Approval of the bills.

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

- VI. Action Items.

- A. Personnel Committee Recommendations (enclosure)

The committee would like to make changes to the Annual Leave and Classifications and Compensation policies.

Kearis moved to approve the recommended changes to the SLC Personnel Policies: Annual Leave and Classification and Compensation, motion supported by Todorovich. Motion carried.

- B. Purchase Server for Spam Software (enclosure)

We currently have our Spam software on a PC that we have onsite. Our server crashed today due to the high volume of Spam, 20,000 hits this morning, and over 10 million spams blocked over the last year.

Kearis moved to approve the purchase of a new Dell server for the cost of \$1,805.20, motion supported by Keith. Motion carried.

C. Purchase Adobe Software (enclosure)

Our Administrative Assistant would be able to produce documents and public relations pieces for print and Web publishing.

Wollenweber moved to approve the purchase of the Adobe Creative Suite Software for a cost of \$1,229, motion supported by Kearis. Motion carried.

D. Review SLC Investment Policy (enclosure)

The Investment Policy was set up based on requirements that were made for all government agencies.

Kearis made motion to state the Investment Policy was reviewed, motion supported by Wollenweber. Motion carried.

VII. Information Items

A. Automation Report.

The next release will be installed on December 16th after 9pm. It is Release 2003.1.4. This will enable SLC to install SVA and Directors Station. The major enhancements are: user lookup by address, phone number, email, etc., user duplication checking, suspending users on hold for vacation period, bill notice selection on total owed, the addition of a hold priority level of own group, and isbn/issn check digit validation.

SVA is all set up and awaiting the new release. Kristen recorded all the messages for each library herself, which sounds much better than the computer voice.

B. Budget Report.

Kearis moved to receive and file the Budget Report, supported by Wollenweber. Motion carried

C. Investment Report.

Kearis moved to receive and file the Investment Report, supported by Wollenweber. Motion carried

VIII. Public Participation.

IX. The next meeting will be held on Thursday, January 27, at the Macomb County Library at 7 p.m.

X. Kearis moved to adjourn at 7:25 p.m., supported by Keith. Motion carried.

Respectfully submitted:

Nancy Todorovich, Secretary