

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

Board Meeting
February 26, 2004

- I. The meeting was called to order at 6:55 p.m. at the Macomb County Library by Lynne Gregory, Vice-Chair.

Trustees present: Mary Rose (MacDonald), Judith Weibel (Romeo), Robert Kearis (Shelby Township), Nancy Todorovich (Sterling Heights), Lynn Gregory (Troy).

Trustees absent: Peg Lamont (Clinton-Macomb), Dorothy Upshaw (Macomb County), Kathy Tinkler (Mount Clemens), Mark Wollenweber (St. Clair Shores).

Staff Present: Tammy Turgeon.

- II. Approval of the Agenda

Amendment to the Agenda: VI. D. Administrative Assistant Position

Kearis moved to approve the Agenda as amended, supported by Todorovich. Motion carried.

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

Kearis moved to approve the minutes of the last meeting, supported by Todorovich. Motion carried.

- IV. Member Library concerns

Rose asked about the policy which states that patrons may borrow materials from member libraries if they have fines below \$5.00 on their record. MacDonald Public Library does not allow patrons to check out materials if they have any fines on their record. Turgeon will have the policy reviewed by the Standards & Procedures Committee.

- V. Approval of the bills.

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

- VI. Action Items.

A. Annual Plan Recommendations.

To fulfill two current goals of the 2003/04 Annual Plan, System managers created a list of top automation problems and recommend investigation of possible solutions to correct these issues.

Kearis moved to approve investigation of solutions to the top automation problems as recommended by the System Managers, supported by Rose. Motion carried.

B. Continuing Education Committee recommendation.

Kearis moved to approve purchase of "The FISH Philosophy" on DVD for the SLC Professional Development Collection at a cost of \$790, supported by Todorovich. Motion carried.

C. Envisionware Software Purchase.

Kearis moved to approve purchase of link software for Sirsi to connect libraries' purchases of Envisionware to our shared system using patron barcodes for PC reservations and printing, supported by Todorovich. Motion carried.

D. Administrative Assistant Position.

Rose moved to approve the job description for the Administrative Assistant position, supported by Kearis. Motion carried.

VII. Information items.

A. Automation report.

Turgeon received a phone call from a patron who was concerned about who could access patron records. She sent him a copy of the Records Retention Policy approved by the Board.

B. Budget Report.

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

C. Investment Report

Kearis moved to receive and file the Investment Report, supported by Weibel. Motion carried. The Board will review the Investment Policy next month.

VIII. The Chair asked if any member of the public wished to be heard.

There was no one.

IX. The next meeting will be held on March 25, 2004 at 7:00 p.m. at the Macomb County Library.

X. Kearis moved to adjourn at 7:23 p.m., supported by Weibel. Motion carried.