

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

Board Meeting  
June 29, 2006

- I. The meeting was called to order at 7:00 p.m. at the St. Clair Shores Public Library by Frank Pasternak, Chair.

Trustees present: Michael Miller (Chesterfield), Michael Keith (Roseville),  
Mark Wollenweber (St. Clair Shores), Nancy Todorovich (Sterling Heights),  
Kathy Tracy (Utica), Frank Pasternak (Warren)

Trustees absent: Barbara Brown (Clinton-Macomb), Denise Giordano (Eastpointe),  
Lynne Gregory (Troy)

Staff present: Sue Mihalic (St. Clair Shores),  
Tammy Turgeon (Suburban Library Cooperative)

Guests present: St. Clair Shores Mayor Robert Hison and City Manager Ken Podolski  
John Woodlock and Lee Burt, Hantz Group

II. Approval of the Agenda.

On a motion, Wollenweber moved to approve the amended Agenda to include Action Item VI. G. Appointment of Interim Director for TLN and Action Item VI. H. Reorganization Committee Recommendation Revision, supported by Miller. Motion carried.

III. Approval of the Minutes of the last meeting.

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

IV. Member Library concerns.

Mayor Robert Hison thanked the Cooperative Board and staff for their collaboration to work together as a community. The St. Clair Shores Public Library has grown immensely and is now one of their busiest facilities.

V. Approval of the bills.

Question regarding the Use Tax was asked by Tracy. SLC provides a service to pay the Use Tax on behalf of member libraries that charge for videos.

Todorovich moved to approve payment of the bills, supported by Tracy. Motion carried.

VI. Action Items.

A. Change Insurance Agent of Record – John Woodlock, Hantz Group (enclosure)

The Hantz Group has 20 locations throughout Michigan. John Woodlock is based in Southfield and works specifically in the benefit services areas. The company works with small organizations to provide employee health benefits, insurance, etc. that meet the needs of the organization and its employees. The Board would like of list of whom the company represents and a proposal to include disability insurance.

Motion made by Wollenweber to approve the change of our insurance agent of record from Advanced Insurance to the Hantz Group, supported by Keith. Motion carried.

B. Switch Internet Service Provider for Troy (enclosure)

The contract with AT&T expired in May 2006 for our T1 line that connects Troy to SLC. AT&T sent a bill for \$1,300 as the non-contract price per month to continue this line. AT&T was contacted to determine what a new three year contract price would be. We had been paying \$610/month and the contract price would be \$618/month.

XO Communications is the ISP that SLC uses for its three T1 lines. By using XO, the cost is \$424.15/month and we would not have to pay AT&T to move the T1 line from our current location to the new one.

Motion made by Wollenweber to approve the transfer of the Troy Public Library T1 line from AT&T to XO Communications for a three year contract at \$424.15/month, supported by Tracy. Motion carried.

C. Letter to MCL Board Regarding Contract (enclosure)

A letter must be sent to the Macomb County Library Board, Macomb County Commissioners, and possibly the Macomb County Corporation Counsel in order to inform them that we are not renewing our contract for services.

Motion made by Miller to approve the amended letter per Giordano's recommendation, supported by Todorovich. Motion carried.

D. SLC Investment Committee Recommendation (enclosure)

The SLC Investment Committee would like to recommend that we purchase five CDs at five different banks at a value of \$100,000 each, and that we put \$500,000 into a savings account if the interest rate is higher than the repurchase/sweep account earnings rate.

The Board recommended that we increase Citizens State Bank to 120 days and reduce Lakeside Bank to 90 days.

Daniel Kanter, from Kanter Associates, will be joining the Investment Committee in July or August to further discuss investments options.

Wollenweber made a motion to approve the Board and Committee's Investment recommendations, seconded by Tracy. Motion carried.

E. Strategic planning for Technology (enclosure)

An RFP was sent out to many consultants to respond to the SLC/TLN strategic planning for technology project in April with responses due early May. We received two responses: RMG and Joseph Ford & Associates.

Motion made by Wollenweber to accept the Strategic Technology Planning Proposal for Consulting Services from Joseph Ford and Associates, Inc., supported by Tracy. Motion carried.

F. Change September Board Meeting Date (enclosure)

Turgeon can attend the Sirsi Consortia Special Interest Group meeting in Chicago, but would like to change the September SLC Board meeting date from September 28<sup>th</sup> to September 21<sup>st</sup>.

The July Board Meeting is being changed from July 27<sup>th</sup> and is being rescheduled within the next two weeks. Due to the Labor Day weekend, the Board changed the August meeting date tentatively for August 24<sup>th</sup>.

Motion made by Miller to approve the Board Meeting date changes, seconded by Tracy.  
Motion carried

G. Appointment of Interim Director for TLN

TLN is currently seeking an Interim Director and is asking SLC to allow Tammy Turgeon to concurrently serve as the TLN Interim Director on an approximately half-time basis for no longer than eight months.

The SLC Board will form a subcommittee to meet with TLN Representatives to develop a contract.

Motion made by Wollenweber to approve the concept of Tammy Turgeon serving as the Interim Director of TLN, seconded by Tracy. Motion carried

H. Reorganization Committee Recommendation Revision

The committee would like to recommend changing the ILL/Resource Sharing position from 20 hours/week to 30 hours/week, and the Cataloger position from 37.5 hours/week to 30 hours/week. The cost savings will be approximately \$4,000 from the last approved proposal.

Motion made by Keith to approve the Reorganization Committee personnel recommendations seconded by Todorovich. Motion carried.

VII. Information Items

A. Automation Report.

The last Sirsi Client upgrade went well. Staff schedules were adjusted so that member libraries could be assisted if necessary.

B. Budget Report.

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

C. Investment Report.

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

VIII. Public Participation.

None.

IX. The next meeting date is in July, but is unscheduled as of now. The August meeting is tentatively set for August 24th at the Macomb County Library.

X. Adjournment

Miller moved to adjourn at 8:18 p.m., supported by Todorovich. Motion carried.

Respectfully submitted:

Nancy Todorovich, Secretary