

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

Board Meeting
May 18, 2006

- I. The meeting was called to order at 7:03 p.m. at the Roseville Public Library by Frank Pasternak, Chair.

Trustees present: Barbara Brown (Clinton-Macomb), Michael Keith (Roseville),
Denise Giordano (Eastpointe), Mark Wollenweber (St. Clair Shores),
Nancy Todorovich (Sterling Heights), Lynne Gregory (Troy),
Kathy Tracy (Utica), Frank Pasternak (Warren)

Trustees absent: Michael Miller (Chesterfield)

Staff present: Tammy Turgeon (Suburban Library Cooperative)

- II. Approval of the Agenda.

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

III. Approval of the Minutes of the last meeting.

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

IV. Member Library concerns.

None

V. Approval of the bills.

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

VI. Action Items.

A. Review Investment Options with Bell Kiel (enclosure)

Bill Kiel, our Fifth Third Bank representative, was unable to attend. The Investment Committee (Miller, Brown, and Tracy) will meet with Turgeon before the June Board meeting to discuss short term investing on CDs that are maturing. Daniel Kanter, a financial advisor from Kanter Associates, contacted Turgeon to introduce alternative investment options. A written communication is needed from Kanter Associates verifying that they are a state approved investment company.

B. MeLCat Application (enclosure)

MeLCat is currently accepting applications to join MeLCat and are adding new libraries three times a year. The Library of Michigan advised Turgeon to have the shared system and the member libraries apply to join MeLCat, and when the application is received, we will get a pre-implementation survey. On the application, member libraries are indicating that we are not interested in participating in MeLCat until NCIP is implemented.

Motion made by Wollenweber to send in the initial application, supported by Tracy. Motion carried.

VII. Personnel Committee Recommendations (enclosure)

The Personnel Committee reviewed the SLC Personnel Policy in its entirety and would like to make a few minor changes to the sections listed:

Extreme Weather Conditions - Personnel Policy: No. 6

Grievance Policy - Personnel Policy: No. 8

Leave of Absence - Personnel Policy: No. 12

Meals and Breaks - Personnel Policy: No. 13

Motion made by Todorovich to approve the Personnel Committee recommendations as stated, supported by Giordano. Motion carried.

The Personnel Committee would like to add a new Social Security Number Privacy Policy: No. 24.

Motion made by Wollenweber to add the new Social Security Number Privacy policy, supported by Gregory. Motion carried.

The Substitute Librarian and Substitute Clerk lists are currently updated at different times and approval is needed from the Council and Board before the process can begin. SLC is requesting that the two lists be automatically updated annually in June.

Motion made by Tracy to automatically complete the process of updating the Substitute Librarian and Substitute Clerk lists every June, supported by Brown. Motion carried.

VIII. Reorganization Committee Recommendation (enclosure)

The name of the Committee has been changed to Reorganization Committee as the approval to not renew the contract with Macomb County Library was made in April. Delivery and Personnel are the main issues that were covered at our last meeting. The Committee decided to send out a RFP for Delivery and would like to reorganize the current staff to the following positions:

Kim Shearer, who currently provides ILL services through the SLC contract with MCL, would work part-time (20 hours/week) as the ILL Clerk. We are asking for a letter of acceptance of a written job offer by October 1, 2006.

The Administrative Assistant position would increase to full-time and Darlene Paquette has accepted the increase to full-time and increase in responsibilities.

The full-time MLS Librarian for Cataloging position would be offered to Elizabeth Erlich, who currently provides cataloging services through the SLC contract with MCL. We are asking for a letter of acceptance of a written job offer by July 1, 2006. If Elizabeth declines the position, we would offer it to Ann Langlois and ask for a letter of acceptance of a written job offer by October 1, 2006. If neither person is interested, we would post the position and hire someone before December 31, 2006. All positions would begin on January 1, 2007.

Wollenweber made a motion to approve the Committee's personnel recommendations as presented, seconded by Tracy. Motion carried.

IX. Disposal of Old PCs (enclosure)

SLC does not have a policy to dispose of old PCs. An option for the Board to consider is that we sell old PCs for a fair price (\$100) to the coop, member library staff and board members. The remainder could then be donated to local charitable groups.

Motion made by Wollenweber to approve a policy to sell old equipment to the coop, member library staff and board members for a fair price and then donate the remaining items to a local charitable organization, supported by Tracy. Motion carried.

X. Information Items

A. Automation Report.

Sirsi Vice President of Product Management, Berit Nelson, Kristina Fengl our Client Care Account Manager, and Rick Branham, our Strategic Account Manager met this morning with the Circulation Roundtable at the Troy Public Library and the afternoon session was at the Sterling Heights Public Library for System Managers and Directors. They were here to listen to our concerns, review the list of issues, and provide us with information about the future direction of the software.

RMG and Joseph Ford and Associates have responded to the Strategic Technology RFP. Both proposals look good and the process looks like it will span from July – December. SLC worked with RMG when we went to Sirsi. A decision will be brought to the Board in June.

B. Budget Report.

SLC received their first state aid check. The second state aid check is scheduled to go out on July 1.

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.

XI. Public Participation.

None.

XII. The next meeting date is June 29, 2006 at the St. Clair Shores Public Library.

XIII. Todorovich moved to adjourn at 7:51 p.m., supported by Keith. Motion carried.

Respectfully submitted:

Nancy Todorovich, Secretary