

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

Board Meeting
November 16, 2006

- I. The meeting was called to order at 7:03 p.m. at the Chesterfield Public Library by Michael Keith, Chair.

Trustees present: Michael Miller (Chesterfield), Barbara Brown (Clinton-Macomb), Denise Giordano (Eastpointe), Michael Keith (Roseville), Ron Black (Shelby), Nancy Todorovich (Sterling Heights), Kathy Tracy (Utica), Frank Pasternak (Warren)

Trustees absent: Lynne Gregory (Troy)

Staff present: Chris Frezza and Tammy Turgeon (Suburban Library Cooperative)

- II. Approval of the Agenda.

Miller moved to approve the Agenda as amended, supported by Tracy. Motion carried.

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

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

- IV. Member Library concerns.

The TLN/SLC Study group held their first meeting to discuss scenarios for the success of both TLN and SLC.

- V. Approval of the bills.

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

- VI. Action Items.

A. Shared Technology (enclosure)

The Committee would like to change the Internet Email Policy Item 2 paragraph title to read: "Deletion of Accounts" and change the paragraph body to read "Local libraries will decide which of their staff members should receive accounts. It is the responsibility of the local library to inform SLC when an email account should be removed. Deletion of accounts will take one week to process.

Change Item 4 by removing the first sentence in the paragraph "Email accounts may not be used

for commercial purposes.

The Suburban Library Cooperative requires a minimum standard configuration for all PCs that are attached to the shared automation system. The minimum configuration requirements for replacement and/or additional public and staff workstations to support Workflows and/or SmartPORT client software require a Dell or Gateway workstation with the following minimum requirements. The new staff PC requirements are Windows XP or newer, 2GB memory and 80GB minimum hard drive. Public PC requirements are 1GB memory and 80GB minimum hard drive.

Motion made by Brown to approve the Shared Technology Committee Recommendations to the Email Policy and the New PC Requirements, supported by Black. Motion carried.

B. Purchase Security System (enclosure)

Purchase a security system for our new building. Quotes were received from ADT, Audio Sentry and Ryder Security. Each quote included the Building Security System, Computer Room System and yearly monitoring costs.

Motion made by Miller to approve the quote received from Ryder Security, Inc at a cost of \$2,370 yearly, supported by Giordano. Motion carried.

C. Purchase Moving Service (enclosure)

Quotes were received from Corrigan Moving Systems (United Van Lines), Palmer Moving and White Star Movers. White Star will not move our two servers; therefore, we have contacted SIRSI to give us recommendations for a national mover to handle the move of the servers.

Motion made by Todorovich to approve the service of White Star Movers at a cost of \$2,833 for moving all furniture supplies and most equipment, supported by Tracy. Motion carried.

D. Purchase Phone System (enclosure)

The Suburban Library Cooperative sent out an RFP for an Internet Phone System and received quotes from: Executone, XFer and I.T.I. Voice & Data Networking.

Motion made by Black to approve I.T.I. Voice & Data Networking at a cost of \$11,943.67, supported by Tracy. Motion carried.

E. Purchase Phone Service (enclosure)

Prices were received from AT&T, Clear Rate Communication and McLeod USA. McLeod offers a three year phone service package of \$453 per month which includes 3,000 local toll and long distance minutes per month with overages at \$.031 Intrastate and \$.030 Interstate.

Motion made by Miller to approve phone service from McLeod USA at a cost of \$453 per month, supported by Todorovich. Motion carried.

F. Purchase Fire Suppression and Cooling Systems for Computer Room (enclosure)

Prices were received from Cintas Fire Protection, Delta Temp and Computer Environments. Currently, Cintas Fire Protection maintains our fire suppression and Delta Temp maintains our cooling system and we are confident that both companies can install systems that will work for us. The total cost is \$41,339.97 and will be depreciated over 10 years.

Motion made by Black to approve Cintas Fire Protection for our fire suppression system at a cost of \$13,439.97, and Delta Temp for our cooling system at a cost of \$27,900, supported by Giordano. Motion carried.

VII. Information Items

A. Automation Report.

We are moving forward with our Strategic Technology Planning with Joseph Ford. Our recommended priorities were sent to Joseph Ford with the biggest priority being a replacement for MiLE. We are taking it off the board for Joseph Ford as SLC is working on joining MeLCat. At the Shared System Meeting on Tuesday, our application was accepted to MeLCat and SLC will be able to join by April. NCIP is being tested in the Upper Peninsula and should be working by the end of January.

Motion made by Brown to officially withdraw from MiLE and join MeLCat as our Shared Resources System, supported by Giordano. Motion carried.

B. Budget Report (enclosure).

The SLC audit is complete.

Miller moved to receive and file the Budget Report, supported by Black. Motion carried.

C. Investment Report.

Miller moved to receive and file the Investment Report, supported by Tracy.
Motion carried.

VIII. Public Participation.

None present.

IX. The next meeting date is on December 21st, 2006 at the Macomb County Library.

X. Adjournment

Miller moved to adjourn at 8:15 p.m., supported by Tracy. Motion carried.

Respectfully submitted:

Nancy Todorovich, Secretary