

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

Board Meeting  
September 21, 2006

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

Trustees present: Michael Miller (Chesterfield), Denise Giordano (Eastpointe), Mark Wollenweber (St. Clair Shores), Nancy Todorovich (Sterling Heights), Lynne Gregory (Troy), Kathy Tracy (Utica) Frank Pasternak (Warren),

Trustees absent: Barbara Brown (Clinton-Macomb), Michael Keith (Roseville)

Staff present: Tammy Turgeon (Suburban Library Cooperative)

- II. Approval of the Agenda.

Add Agenda Item VI. G. Schedule Meeting Dates for 2006/2007.

Wollenweber moved to approve the Agenda as amended, supported by Gregory. Motion carried.

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

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

- IV. Member Library concerns.

The advertisement to promote September as library card sign-up month was in the Macomb Daily on September 10th, the Oakland Press on September 14th and the Advertiser Times on September 20th. Thank you to Darlene Paquette for getting this done. It looked great!

- V. Approval of the bills.

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

- VI. Action Items.

A. Delivery (enclosure)

Council did not want to incur the extra staff needed if we chose Metro Expediting, so they recommended the statewide delivery, ProMed, for 2007 year.

Motion made by Gregory to approve ProMed as our delivery service for 2007 year,

supported by Wollenweber. Motion carried.

#### B.2006/2007 Salary Schedule (enclosure)

The Personnel Committee evaluates SLC's Director and determines annual increase. The Committee approves the staff salary schedule, but the Director determines each merit increase. Next year, the Committee will compare and evaluate the salary schedule ranges and improve the evaluation process for the Director.

Motion made by Gregory to approve the 2006/2007 Salary Schedule, supported by Tracy. Motion carried.

#### C.Short/long Term Disability Insurance (enclosure)

Provide SLC Staff that work at least 30 hours per week with short and long term disability insurance through Shenandoah Life at a cost of \$4752 annually.

Motion made by Wollenweber to approve the Shenandoah Life Short/long Term Disability Insurance, supported by Miller. Motion carried.

#### D.Lease for Delco Property (enclosure)

Copy of lease distributed.

Motion made by Wollenweber to approve the signing of the lease for the Delco Boulevard Property contingent on the changes recommended by our attorney, supported by Gregory. Motion carried.

#### E.2005-2006 Budget Revision (enclosure)

Revision to the General Fund includes a little more interest, state aid and funds from DSLRT. Changes were made to continuing education and for travel conference training. The Proprietary Fund budget for retained earning was not used last year due to less depreciation expenses. Budget is still in balance.

Motion made by Todorovich to approve 2005-2006 Budget Revision, supported by Giordano. Motion carried.

#### F.2006-2007 Budget (enclosure)

The SLC Investment Committee recently met with our financial planner, Daniel Kanter of Kanter Associates, and we are looking at some long term investments. We will try to keep the return rate at 5% and/or get to a 7% return rate.

The budget has been revised due to our relocation for only part of our fiscal year. Some of the changes to the General Fund are: ILL was increased some and delivery was decreased. More money placed in continuing education and the lease amount was decreased as we are getting free rent January and February.

## 2006-2007 Budget (continued)

We will not be able to do special projects this year. The Proprietary Fund income is decreased by \$37,000 as we lost 8 user licenses, but we still have a balanced budget.

Motion made by Gregory to approve 2006-2007 Budget, supported by Tracy. Motion carried.

## G.2006-2007 Board Meeting Dates

Motion made by Wollenweber to approve the 2006-2007 SLC Board Meeting Dates, supported by Todorovich. Motion carried.

## VII. Information Items

### A. Automation Report.

Upgrade to GL 3.1 scheduled for the evening of Thursday, September 21<sup>st</sup>.

SLC had a public/staff survey online from September 1<sup>st</sup> – 20<sup>th</sup> and received 2500 patrons responses and 150 staff responses.

We had a very successful in-service with 112 staff on Thursday and 130 on Friday. Next year, SLC will invite the trustees.

Next week, Turgeon is attending the Sirsi Consortia Special Interest groups for both SLC and TLN.

### B. Letter from Macomb County Library (enclosure).

Marge Swiatkowski, Chair of the Macomb County Library Board has responded to our June 30, 2006 letter and will not renew our contract for delivery, inter-library loan and cataloging services when it expires on December 31, 2006.

Gregory moved to receive and file the Macomb County end of contract letter, supported by Wollenweber. Motion carried.

### C. Investment Report.

Investment Committee meeting is scheduled for October 17<sup>th</sup> at 9 am.

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

## VIII. Public Participation.

None.

IX. The next meeting date is a dinner meeting, starting at 6:30 p.m. on October 26th at the Eastpointe Memorial Library.

X. Adjournment

Wollenweber moved to adjourn at 7.58 p.m., supported by Tracy. Motion carried.

Respectfully submitted:

Nancy Todorovich, Secretary