

SUBURBAN LIBRARY COOPERATIVE
16480 Hall Road
Clinton Township, Michigan 48038
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COUNCIL MINUTES

Romeo Graubner Library
August 5, 2004

I . The meeting was called to order at 9:40 a.m. at the Romeo Graubner Library.

Present: Smith (Armada), Russ (Center Line), Lusardi (Chesterfield), Hage (Clinton-Macomb), Sterling (Eastpointe), Couck (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), LaBelle (Macomb), Kruse (Romeo), Valade (Roseville), Woodford (St. Clair Shores), Chambers (Shelby), Stoutenburg (Troy), Doege (Utica), Urban (Warren), Turgeon (SLC).

Absent: (Fraser), Parus (Harper Woods), Worrell (Mount Clemens), Lingeman (Sterling Heights),

II . Approval of the Agenda.

Hage moved to approve the Agenda, supported by Woodford. Motion carried.

III. Approval of the minutes of the last meeting.

Hage moved to approve the minutes of the last meeting, supported by Russ. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation

PC Installation was completed at the end of June.
Inventory was complete at the end of July.
Barcode orders will arrive by the end of August.

Sirsi Director's Station will go live on November 30th, unless we can be moved up in the schedule. We need to upgrade to release 2003.1 first. The hardware will arrive September and will take two weeks to configure and load all of the data.

SVA scheduled for installation on August 19th to replace Talk to Me, the phone notification system. The morning of August 19th, Talk To Me will be turned off and then SVA will be installed. There will be a few hours of no service, so we install an answering machine on the phone line for those that call in.

The test copy over from the current system to the new system will be on Monday, August 9th. This will give us an idea of how long the copy will take and will not involve any downtime. Then we will switch over to the production server after 6pm, Friday, August 13th with the real copy over. The system will be down during this time while no libraries are open. Sirsi has waived the fee for this after-hours service.

Once the new production server is up and running, we will install release 2003.1 on the old production server which will become the test server. Testing and training on the test server for the new release will be in late August and early September. If things go well, we will schedule the upgrade to 2003.1.

The process analysis for the adding of bib records to the system and ordering materials has been completed. The report will be presented at the September Council meeting.

Envisionware PC Management and LPT:One software has been installed at ROK. ROG, CLL, CHE, SCS, and SBL will all be installed before the end of September.

B. ILL Annual Plan Committee Recommendation

UNAPPROVED

Motion made by Valade to recommend the ILL Policy developed by the ILL Annual Plan Committee, supported by Lusardi. Motion carried.

C. Foreign Language Committee Recommendation

SLC sent out a survey in July asking for member library interest in a foreign language and/or ESL collection. After reviewing the survey the committee determined the 17 most common languages in the SLC service area.

Recommendation made by Valade to spend money for the foreign language collection this year, supported by Hage. Motion carried.

D. 2003-2004 Budget Revision

Motion made by Lusardi to recommend the 2003-2004 budget revision to the Board, supported by Russ. Motion carried.

E. 2004-2005 Budget

Motion made by Woodford to recommend the 2004-2005 budget to the Board, supported by Valade. Motion carried.

F.

V. Announcements and Information.

A. One Book One Community

Reception is Thursday, August 12th at 7pm at ROG. 84 tickets left. Luncheon is August 18th, 12 Noon at CMM. Kick off meeting for next year is September 30th at CMM at 9:30 a.m.

B. MLA Public Policy

No Report

C. SLC Trustees Meeting

A meeting for libraries' staff is tentatively set for September 23rd from 3-5 pm at Clinton Macomb Library. Louise Bugg to present a power point presentation on MeLCat and all that is involved with MiLE.

A Trustee dinner meeting is scheduled for 6:30 p.m. after the staff meeting. Louise Bugg will discuss the MeLCat project afterward. Letters and emails to trustees will be sent out in two weeks. Trustees from the Metro region could be invited. The cost is \$10.00 and we will bill the member library; who can then decide how this will be paid for.

D. SLC In-Service

September 9 and 10 at CMM. Stressed Out? The morning program will be on stress and how it affects your health and will include a doctor from Cottage Hospital and a program called 10K a day. The afternoon will be a professional organizer discussing how to get your life organized at work and home and how this relieves stress. Sign up sheets will be sent out next week. No charge.

E. Reed Act Grants

SLC received two Reed Act grants to assist the unemployed. The first one provides us with a portable training lab; eight wireless laptop computers, a portable projector and a portable smart board. Once all of the equipment is received, SLC will train member libraries on how to use the equipment and then do workshops on resources that staff can use to help the unemployed. The second grant is for conducting MeL and website workshops for library staff and workshops for the unemployed on using Microsoft software and how to start a small business. These will be conducted in the fall.

VI. Member libraries' announcements/concerns.

UNAPPROVED

Penal Reports to be mailed to Directors on a quarterly basis.

Thank you to Romeo Graubner Library for hosting the meeting.

ARM- Successful summer reading program.

CLL- Organized a Pet Parade; easy to run. Summer reading program ended with two local authors of "Night Scare".

CHE- Summer reading program 500 patrons attended. Back packs were a good form of advertising. 150 attended a free Garden Walk. A bonfire at Coping Park is scheduled to end the reading program this coming weekend.

CMM - Patio reception held recently with 130 attendees and sold 176 bricks. Frankenstein exhibit up. Video and DVD collection is being separated by Genre. Polaris updated to 3.1 and some items did not transfer.

EPL- Pat Price is the new Assistant Director. Strong summer reading program. Two part-time librarians gave notice. 25 attendees for the OBOC Author discussion

FRA- Absent

HPW - Absent.

LEN- Absent

LWM- Kid sight coming to test vision for kids ages 1-5. This is a free service. Contact the Lion's Club if interested.

MPL- Great Summer reading program. \$600.00 collected for charity lock-up.

MCL- OBOC Road show went well; however, book discussion was poorly attended. Interviewed and found a new Cataloging librarian. Looking for volunteers to help with the puppet program; auditions will be held in the fall.

MTC- Absent

ROG- Summer reading program ends August 14 with a Garden Walk. The fee is \$10.00 and will include Artists painting various gardens, a silent action and taste fest.

RSV- 700 patrons signed up for reading program with 450 actual attendants. Teen programs end the reading program. Getting ready to use a program called SAM.

SCS- OBOC discussion last night went well. 150 patrons attended the Adult Reading program finale. Considering stopping late notices to patrons.

SBL- Wrapped up summer reading program with approximately 180 patrons per program

SHL- Absent.

TPL- Everything going as planned.

UPL- Summer reading program was successful.

WPL- City of Warren distinguished for a "Cool City" award and received a \$100,000 grant for central library. Summer reading program went well for WAM- 450 participants. WAM and Civic Center to host Warren resident appreciation day on August 21st. Library stays open until 8p.m. Great Book program starts. October 30th all day Genealogy workshop

VI . Public Participation.

No public participation.

UNAPPROVED

VII. Next meeting date.

The next meeting will be September 2, 2004, Troy Public Library.
Meeting adjourned at 11:37 a.m.