

SUBURBAN LIBRARY COOPERATIVE
16480 Hall Road
Clinton Township, Michigan 48038
(586) 286-5750

COUNCIL MINUTES

Shelby Township Library
April 10, 2003

I. The meeting was called to order at 9:35 a.m. at the Shelby Township Library.

Present: Smith (Armada), Russ (Center Line), Lusardi (Chesterfield), Hage (Clinton-Macomb), Parus (Harper Woods), Johnson (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), Deis (Macomb), Worrell (Mount Clemens), Kruse (Romeo), Chambers and Burgeson (Shelby), Lingeman (Sterling Heights), Stoutenburg (Troy), Doege (Utica), Turgeon (SLC).

Absent: Conte (Eastpointe), Suess (Fraser), Valade (Roseville), Woodford (St. Clair Shores), Henderstein (Warren).

II. Approval of the Agenda.

Lusardi moved to approve the Agenda, supported by Russ. Motion carried.

III. Approval of the minutes of the last meeting.

Hage moved to approve the minutes of the February meeting, supported by Parus. Motion carried.
Deis moved to approve the minutes of the March meeting, supported by Parus. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation.

The firewall and switches will be installed next week. No libraries should go down during this process with the exception of MCL and SLC.

Libraries with new Comcast lines will be switched over next week. SLC staff will notify each library when the switch will take place.

PC prices have been sent to libraries. These prices include flat panel monitors, Windows XP, and 512M of RAM. When Release 2004 comes out next year, staff machines will require Windows XP to use the new staff interface. Both the current and new interfaces will work with the 2004 release. It is suggested that new PCs be put at staff desks. Dell machines now come with a four-year warranty.

The Sirsi User Conference was very informative. Enhancements for 2003 and 2004 releases were described. Release 2003 should be available the end of April or beginning of May. It will be installed on the test server and libraries will test it before it is installed on the production server. The biggest change will be how lost books are handled. It will be more like Dynix. Once Release 2003 is installed, a demonstration of Envisionware PC Management will be arranged for libraries interested in this reservation feature. Release 2004 will be more of a Windows environment and have more flexibility in screen display. It will be more user friendly.

Lenox has started using Unique Management Collection Agency. Mount Clemens has also signed a contract. They join Chesterfield, Eastpointe, Shelby, St. Clair Shores, Sterling Heights and Utica libraries. Unique has been working on straightening out Clinton-Macomb patrons that were removed from SLC's system.

The Board approved the purchase of a new email server, software, and white listing software for SPAM. White listing software allows account holders to control the email that he or she receives. Email from anyone who is not listed in the account holder's address book will be blocked. A form will be sent to the blocked email sender. If the form is filled out, it will be sent to the account holder who will have the option of accepting or declining the email. This removes SLC staff from any decisions

regarding filtering of email. This should be installed and operational in May. Account holders will not have access to messages left on the iserver after the new server is installed. Account holders will be notified prior to the new installation.

B. Public Relations Committee recommendation.

The Public Relations Committee recommends the use of a web form for member libraries or interested community groups to submit information for a community resources web directory. The web form would have a password that could be given to groups to enable them to enter their own information or member libraries may enter information for groups in their areas.

Council reviewed the web form, made a few changes, and agreed to use the form.

C. Personnel Committee recommendation.

The Substitute Librarians list is now complete. Applicants have completed necessary Workflows and iBistro classes. List will be sent to member libraries.

The Personnel Committee recommends creation of a library clerks substitute list. Position would be posted in local newspapers and application be made available on SLC's website.

Lusardi moved to accept the recommendation of the Personnel Committee and recommend to the Board the creation of a Library Clerks Substitute list, supported by Hage. Motion carried.

D. Standards and Procedures Committee recommendation.

On the recommendation of the auditor, the Standards & Procedures Committee recommends the use of a standardized Central Purchasing Expense form. This form would be used whenever an invoice or reimbursement is to be paid from the member library's Centralized Purchasing account. This will provide the Cooperative with an independent report to use in reconciling the accounting records.

Kruse moved to recommend to the Board the use of a standardized Central Purchasing Expense Form, supported by Worrell. Motion carried.

V. Announcements and Information.

A. MLA Public Policy.

SB279 is an amendment to the Governor's budget that would eliminate the equity grants to Detroit Public and Grand Rapids libraries and return some of those funds to state aid and the remaining funds go to History, Arts & Libraries.

Turgeon will send a letter to legislators requesting that money stay with libraries.

Christie Brandau, State Librarian – LM update.

On October 1, 2002, the Fiscal Year 2003 budget was cut by 1%. In February, 2003, Fiscal Year 2003 Budget was cut by 4.08% to Library of Michigan operations, 1.4% to State Aid (\$.415) and a 1.4% in grant to Detroit. Proposed budget for 2004 includes a 11.5% cut to Library of Michigan operations, 6.7% cut for Services for the Blind and Physically Handicapped, 0 cut for Wayne County, and 6.7% cut for all other line items. Senate Appropriations passed a bill on April 2 eliminating grants to Detroit and Grand Rapids, adding \$850,000 to state aid, distributing the remaining amount of the DPL and GR funding to Arts, History and the Film office. This bill will go to the full Senate and then to House subcommittee.

Gale has included some excellent databases for the MeL Databases including: Infotrac student; Infotrac OneFile; General businessfile; Infotrac k-12 professional collection; Legal Trac; Ancestry Plus with remote access; Health & Wellness Resource Center Alternative Health Module; Expanded Academic ASAp with Ingenta.

Reed Act has provided funding to enhance broadband in libraries.

Quality Services Advisory Committee (QSAC) measures were passed by the Library of Michigan Board in December. Martha McKee is visiting libraries to explain the measures. Several libraries have agreed to serve as

“trial libraries”.

PLFIG will soon release the document: “Helping People to Live, Learn, Work and Play: Building 21st Century Libraries for Michigan”.

Vendor will be chosen this summer for the Statewide Resource Sharing System.

New Rare Book Room has opened at the Library of Michigan.

Almost 400 people registered for the Rural Libraries Conference on Mackinac Island the first week of May.

The state demographic and census functions have been incorporated into the Library of Michigan.

VI. Member libraries’ announcements/concerns.

Thank you to Shelby for hosting the meeting.

Dragomir Cosanici will present a program on “Personnel Law and Legal Issues for Libraries” on April 17th at Troy Public Library at 9:30 a.m.

Café is now open at St. Clair Shores Public Library. Dedication and ribbon-cutting ceremony will be held on May 5th at 6:00 p.m.

CMM- Working on MiLE problems. Hope to be up soon.
Information and ballots to nominate a librarian for the New York Times Favorite Librarian award was sent to libraries. Winner will receive \$2500.
Contractor and architect donated a sculpture for the new library.
Dedication will be Sept. 28th.
Fortis Insurance submitted a medical insurance policy at a substantial savings from the current medical coverage. It will be presented to the Board.

UPL- Mary Kay Eschenburg has retired and Marsha Doege has been hired as the new director.

MTC- Planning on renovations to the library.
Had a very interesting debate on Iraq on March 17th.

LEN- Working on budget.
The Ballad of Frankie Silver is the title of the book for One Book, One Community.
Friends Group is sponsoring a trip to the Detroit Institute of Arts on May 2nd.

SHL- During April, librarians are visiting second grade classes in the area, reading stories, and promoting the library.
Friends purchased new furniture for the young adult area.
Starting an English as a second language collection.

LWM- Patrons are submitting letters about “Why I Love the Library” for a contest during National Library Week.
Preparing for Arbor Day.

ARM- Local couple is indexing the Armada Times.

MPL- Sled dog program was fantastic. Author Ann Flowers donated copies of her book *Along the Trail* which will be raffled off during National Library Week.
Planning to recarpet.

SBL- 102 people attended a Mother/Daughter Tea on April 5th.
Program featuring Rick Bloom will be held on April 29th.
Friends will purchase new Internet computers for the library.

CLL- Had a very successful Antiques Road Show program and also an Aromatherapy program.
Will receive a \$2,000 grant from Walmart in June.
Budget was approved.

- HPW- Mayor attended meeting regarding library expansion.
Had a very good program featuring a docent from the Detroit Institute of Arts.
- ROM- Had a successful Mad Science program on April 5th.
For National Library Week, gift baskets were placed in four local businesses containing a book relating to the topic of the shop and items donated from the shop. Patrons can go to the library's web site to enter a drawing for the baskets.
Program on the Titanic will be held on April 14th.
Would libraries be interested in a Public Relations Roundtable? (Turgeon will check.)
- CHE- Five-year strategic plan will be presented to the Board at their next meeting.
Garfield throw will be raffled off during National Library Week.
Emily Post's granddaughter will be presenting a program on "Manners for Children" at the library.
Scrapbooking group is meeting at the library.
Teen Advisory Group is growing.

VII. Public Participation.

No public participation.

VIII. Next meeting date.

The next meeting will be May 8, 2003 at the Sterling Heights Public Library.

IX. Meeting adjourned at 11:17 a.m.