

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

**COUNCIL MINUTES**

**Roseville Public Library**  
**June 12, 2003**

I. The meeting was called to order at 9:30 a.m. at the Roseville Public Library.

Present: Smith (Armada), Lusardi (Chesterfield), Hage (Clinton-Macomb), Conte (Eastpointe), Parus (Harper Woods), Johnson (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), Deis (Macomb), Kruse (Romeo), Valade (Roseville), Woodford (St. Clair Shores), Lingeman (Sterling Heights), Stoutenburg (Troy), Doege (Utica), Turgeon (SLC).

Absent: Russ (Center Line), Suess (Fraser), Worrell (Mount Clemens), Chambers (Shelby), Henderstein (Warren).

II. Approval of the Agenda.

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

III. Approval of the minutes of the last meeting.

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

IV. Suburban Library Cooperative Business.

A. Mark Brand - MBS.

Mark Brand spoke to Council about printer cartridge and photocopying services that his company offers. Some member libraries currently use this company and are well satisfied.

B. Automation.

New telecommunications lines have been installed in all libraries. Ameritech lines will be disconnected starting the first week of July.

New PCs have been installed at member libraries with the exception of Sterling Heights, Roseville, Macomb County and Suburban Library Cooperative. Installations should be complete by the end of June.

Sirsi's Release 2003 is scheduled to be available the end of June. It will be installed on the test server in July. If test goes well, it will be installed on the production server on a Thursday night in August.

New email server will go live next Tuesday, June 17<sup>th</sup> at 7:30 a.m. A memo was sent to all libraries and an email was sent to all email account holders. Any email left on the old server will be gone when the switch is made. SpamLion software will not be installed until it has been determined that there are no problems with the new email server. Workshops will be offered for the SpamLion software in July before the software is operational.

C. Centralized Purchasing Allocation.

Centralized purchasing money will be in library accounts today. Budget figures for next year indicate that allocation amount of \$275,000 will remain the same. As stated in the Centralized Purchasing Policy, these funds may not be used for any activities to support political candidates or anything defined in law as illegal.

D. Standards & Procedures Committee Recommendations.

The Standards & Procedures Committee recommends a Records Retention Policy which states that the Suburban Library Cooperative will maintain patron and circulation information on the shared automation system for the following time periods:

Records of patrons that have used their library card in the past three years will be retained. After no use for three years, and if no monetary obligations are due the library, the record will be purged from the system. Individual member libraries may request that this be done more frequently or with alternative criteria.

History logs will be retained for two years after the activity has taken place. This information can only be accessed by the Suburban Library Cooperative staff. However, previous user circulation information can be accessed by member library staff if the transaction occurred during the past two years.

Backup tapes of all data are kept for the previous month and the current month and then subsequently written over.

Kruse made a motion to recommend the Records Retention Policy to the Board, supported by Johnson. Motion carried.

The Standards & Procedures Committee recommends a trial simultaneous users arrangement. Each library would be provided with a circ/tech combination login that would be limited to the number of simultaneous users for which the library currently pays. Workflows could then be installed on as many staff PCs as the library would like which would provide flexibility for staff. The trial would begin in July and revisited in January to determine how many simultaneous users each library needs. The operating costs for the automation system would then be divided by the total number of simultaneous users to determine the cost of each staff user.

Lusardi moved to recommend the trial simultaneous user arrangement to the Board, supported by Valade. Motion carried.

E. Advocacy Network.

PLFIG has asked each cooperative to identify one advocate for each Michigan representative and senator in their service area to be trained and then be the "library issues" contact for that representative or senator. Volunteers are still needed for the following districts for the Michigan Senate: District 2 -Martha Scott (HPW), District 13 - Shirley Johnson (TPL). Volunteers needed for the Michigan House: District 1 – Edward Gaffney (HPW), District 25 – Steve Bieda (SHL, WPL), District 30 – Sal Rocca (SHL, UPL), District 31 – Paul Gielegem (CMM, FRA, MTC), District 33 – Leon Drolet (CMM, MCL), District 36 – Brian Palmer (ROM, SBL), District 41 – John Pappageorge (TPL), District 42 – Frank Accavitti (EPL, RSV). Names will be sent to Eileen Palmer on June 13<sup>th</sup>.

PLFIG will have a forum to discuss their draft report on July 7<sup>th</sup> from 2:30-5:00 p.m. at Macomb County Library. The draft report can be found at [www.plfig.org](http://www.plfig.org).

V. Announcements and Information.

A. MLA Public Policy.

The House Appropriations Committee approved the sub appropriations committee's recommendation for a little less State Aid than the Senate proposal but more than the Governor's version and larger equity grants for Detroit and Grand Rapids than the Senate version. It will go to the full house on June 13<sup>th</sup>.

The trustee meeting on June 3<sup>rd</sup> was a success. Thank you to Roseville for hosting that meeting.

VI. Member libraries' announcements/concerns.

Thank you to Roseville for hosting the meeting.

- RSV- Summer Reading Club starts June 16<sup>th</sup>. Jeepers (arcade at Macomb Mall) donated passes for children up to age 13 who read ten books. These passes may be used any day from 11:00 a.m. to 2:00 p.m. when the child is accompanied by an adult.  
Traveling Teddies program has started. Four teddy bears with their own back packs are available for checkout to children who may take them on trips. Bulletin board will display pictures and postcards of the trips.  
Jeri Sulkowski will retire the end of July.  
New City Assistant Comptroller suggested that jurors consider donating their jury duty pay to the library. Donations will go to the book budget.
- MCL- Need a new people counter. (Checkpoint, Brodart, Demco sell people counters.)  
Process is underway to hire a new Director.
- CMM- Dedication of the new library will be on Sunday, October 26<sup>th</sup>. Garfield Branch will probably close in early October.  
Received a \$15,000 donation from the Mount Clemens Rotary for Pewabic pottery, a \$5,000 donation from the Optimists for the children's room, and a piano for the new library.  
MiLE is almost up.
- LWM- Summer Reading Club starts June 23<sup>rd</sup>.
- ROM- Friends' Book Store will be open during the Village Garage Sale.  
Garden Walk will be August 9<sup>th</sup>.  
Started four reading clubs – Adult, Young Adult, Children, and Staff.  
Traveling daschunds are available for checkout to accompany children on trips this summer.  
New statistics feature from Gale databases (in-library and remote) is very good. Would like statistics for other databases. (Turgeon will check.)
- SCS- Does anyone use self checkout? (SHL has one from Checkpoint.)  
600 children have signed up for summer reading club. Very good response from the community for prizes.  
Almost 100 adults have signed up for an adult reading club.
- EPL- Received a donation of 5,000 books.  
Used book sale will be held July 21 & 22.  
Friends have raised \$40,000 for the garden project.
- UPL- Summer reading club doing well.  
Good response for the One Book, One Community.
- HPW- Summer Reading Club doing well.
- MPL- Board approved new carpeting and wood flooring.  
Planning a garden.
- TPL- Summer Reading Club and Shared Inheritance Series are underway.  
Parking lot is being reconstructed.  
Teen center is open.  
Space needs and feasibility study will be done.
- CHE- Rudini the Great will visit the library for Summer Reading Club on June 17<sup>th</sup> at 11:00 a.m.  
Mildred Parus will do a book talk on June 17<sup>th</sup>.
- LEN- Summer Reading Club will begin next week.
- SHL- Received \$1,000 from the Lions.  
Working on a long-range expansion plan.
- ARM- Registering for Summer Reading Club.

## VII. Public Participation.

No public participation.

VIII. Next meeting date.

The next meeting will be August 14, 2003 at the Chesterfield Public Library.

IX. Meeting adjourned at 10:45 a.m.