

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

**COUNCIL MINUTES**

**St. Clair Shores Public Library**  
**March 13, 2003**

Martha McKee, Interim Director of White Pine Library Cooperative, spoke to Council about the Quality Services Advisory Committee (QSAC). The Committee was formed to work on the establishment of quality measures for Michigan public libraries. They developed a manual with guidelines for three levels of service: essential, enhanced and excellent. Within each level of service, there are two types of measures. One is core or mandatory and the second is elective or optional. The committee is asking for volunteers to use the manual to determine if their library meets the guidelines and work to improve the areas that do not meet the guidelines. The manual may be found on their web site.

I. The meeting was called to order at 10:05 a.m. at the St. Clair Shores Public Library.

Present: Conte (Eastpointe), Suess (Fraser), Parus (Harper Woods), Deis (Macomb), Valade (Roseville), Woodford and Orlando (St. Clair Shores), Henderstein (Warren), Turgeon (SLC).

Absent: Smith (Armada), Russ (Center Line), Lusardi (Chesterfield), Hage (Clinton-Macomb), Johnson (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), Worrell (Mount Clemens), Kruse (Romeo), Chambers (Shelby), Lingeman (Sterling Heights), Stoutenburg (Troy), (Utica).

Due to the inclement weather, there were not enough directors for a quorum. Discussion took place on some of the Agenda items, but no action was taken.

II. Approval of the Agenda.

III. Approval of the minutes of the last meeting.

IV. Suburban Library Cooperative Business.

A. Automation.

Electrosonics has been installing the firewall and switches. Router configuration problems at some libraries has caused delay. They are currently putting the rules in the firewall. Libraries will be notified when the switch will take place. It should not cause any down time.

Comcast is installing lines for the new libraries. Those libraries will be switched to Comcast in late April.

Pricing for new computers will be sent out at the end of March. Orders will be due the end of April and computers should be delivered in mid-May.

Kristen, Lissa, and Tammy will attend the Sirsi Conference next week.

B. Personnel Committee recommendations.

Will discuss at the April meeting.

C. Internet & Networking Committee recommendations.

The Committee recommends the purchase of a new server from Dell at a cost of \$4,959.99, Microsoft Exchange Mail Server Software at a cost of \$290.96, and SpamLion Spam Prevention Software at a cost of \$7,239.00.

Chris Frezza explained that SpamLion is a new type of Spam prevention software called whitelisting. It does not read the content of the email. It creates a white list of addresses that account holders send and receive mail from and allows those messages to flow through freely. A first contact from an unknown source that has never exchanged email with the account holder before will be required to complete the SpamLion TM validation process. Bulk unsolicited commercial email is sent through automated systems that are not able to respond to a SpamLion registration request. When an inbound email is from an unsolicited source (the account holder has not communicated with them and they haven't validated) the account holder is not bothered by them. SpamLion has simple management tools to adjust the registration process and manually register newsletters or other automated mail that account holders want to receive.

The directors present agreed with the Internet & Networking Committee recommendations.

With the current email system, some account holders keep messages for a long time and this can cause problems in the system. Also, some account holders have not used their account for a long period of time. A list of account holders will be sent to each library to determine if any may be deleted.

D. Standards & Procedures Committee recommendations.

The Committee recommends that SLC no longer provide patron application forms for member libraries. Samples of legal patron applications were distributed which libraries may use to develop their own forms.

The Committee has developed a Centralized Purchasing Expense Form in response to a suggestion from SLC's auditor to improve control and reconciliation of this account.

Council will vote on these recommendations at the April meeting.

V. Announcements and Information.

A. Book Discounts.

Summary of Statewide Book Vendor discounts was distributed. The discounts will start May 1, 2003. Libraries that currently have their own discount with these vendors may not mix their discount with the statewide discount. Libraries that wish to open new accounts must notify the vendor that they would like the statewide discount. Libraries that use Baker & Taylor may receive a letter requesting them to state in writing if they prefer to use their own discount or the statewide discount.

B. MLA Public Policy.

No action has been taken on SB15 which would require libraries to require identification and log computer users.

The Public Policy Committee is trying to organize a reading coalition meeting.

Miscellaneous:

PFLAG has donated copies of *Always My Child* for each library.

Christie Brandau will attend the April Council meeting. If anyone has any topics or concerns they would like her to address, forward them to Tammy.

Dragomir Cosanici will do a presentation titled "Personnel Law and Legal Issues for Libraries in a Nutshell" on April 17<sup>th</sup> at Troy Public Library.

SLC Staff news:

Chris Frezza is engaged and plans to be married in May, 2004.

Tammy is expecting a baby in September.

VI. Member libraries' announcements/concerns.

RSV- Program titled "Kate's Pants" featuring Sandra Hanson was held on March 12<sup>th</sup>. Very good program on women's history.

WPL- Had a very nice Dr. Seuss birthday party.  
Received \$558 donation from the Lion's Club.  
Miller Branch is scheduled to close on April 7<sup>th</sup> and reopen in its new location the middle of May.

SCS- (Thank you for hosting the Council meeting.)  
Received a \$5,000 donation from a patron for books, \$2,000 from the Kiwanis for books, and several smaller donations from patrons.  
Local history center is now open. Waiting for the final Health Department inspection for the Café.

VII. Public Participation.

No public participation.

VIII. Next meeting date.

The next meeting will be April 10, 2003 at the Shelby Township Library.

IX. Meeting adjourned at 10:55 a.m.