

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

COUNCIL MINUTES

Macomb County Library
February 12, 2004

I. The meeting was called to order at 9:32 a.m. at the Macomb County Library.

Present: Smith (Armada), Russ (Center Line), Lusardi (Chesterfield), Hage (Clinton-Macomb), Sterling (Eastpointe), Suess (Fraser), LaBelle (Macomb), Kruse (Romeo), Valade (Roseville), Woodford (St. Clair Shores), Chambers (Shelby), Lingeman (Sterling Heights), Urban (Warren), Turgeon (SLC).

Absent: Parus (Harper Woods), (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), Worrell (Mount Clemens), Stoutenburg (Troy), Doege (Utica).

II. Approval of the Agenda.

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

III. Approval of the minutes of the last meeting.

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

IV. Suburban Library Cooperative Business.

A. One Book, One Community Committee Presentation.

Cindy Guthrie reported to Council on the aims of the "One Book, One Community" program. She explained how the committee chooses the title of the book. This year the program will begin during Michigan Week in May and end with appearances by the author in August.

B. Automation.

Library visits are going well. To date, eleven libraries have been visited.

TLN is scheduled to go live with Sirsi the end of April on Release 2004. No date has been set for the next Release (2003.1), but SLC will probably wait for Release 2004. Features of 2003.1 will be included in Release 2004.

Envisionware may be downloaded on a trial basis. Tammy will send out instructions for downloading the software. She will also get information on PAMS, the software that Clinton-Macomb uses.

C. System Manager Recommendations.

To meet two of the goals of the 2003-04 Annual Plan, system managers were asked to make recommendations to Council regarding concerns about the automated system.

System managers recommend an in-depth process analysis on two automation-related tasks: 1) adding new bib records to the system; and 2) ordering a book.

System Managers have determined the following five issues are the most problematic and possible solutions and the costs to modify or correct the issues should be investigated: 1) Bill notices should provide a total amount owed; 2) For holds where only one copy exists and the copy becomes unavailable (lost/missing/discard) the hold should be removed and the patron notified; 3) Loading orders in acquisitions should not make holds immediately available; 4) Holds problems – patrons are not always notified when holds are available, and sometimes items are not available even when the patron record indicates they are; 5) It should not be easy to modify/delete another library's records.

Lusardi moved to accept the system manager recommendations for the Annual Plan goals of process analysis and Sirsi issues, supported by Suess. Hage abstained. Motion carried.

C. Continuing Education Committee Recommendation.

The Continuing Education Committee recommends the purchase of the DVD "The FISH Philosophy" for the SLC professional development Collection.

Chambers moved to accept the recommendation of the Continuing Education Committee to purchase "The FISH Philosophy", supported by LaBelle. Motion carried.

D. Shared Technology Committee Recommendations.

The Shared Technology Committee recommends revising the Internet Training Center Application indicating that the room is available for non-profit groups only.

Hage moved to accept the recommendation of the Shared Technology Committee to revise the Internet Training Center Application, supported by Lusardi. Motion carried.

The Shared Technology Committee also recommends revising the Internet E-Mail Use Policy indicating that only shared automation system member libraries' staff and trustees are eligible for accounts.

Kruse moved to accept the recommendation of the Shared Technology Committee to revise the Internet E-Mail Use Policy, adding that all retired library employees are eligible for accounts, supported by Lusardi. Motion carried.

V. Announcements and Information.

A. MLA Public Policy.

No change to information on MLA's website. (Legislative Agenda is attached.)

Cooperative Directors' meeting is tomorrow. State Aid is on the Agenda.

B. SLC Trustee meeting.

The next meeting will be held at Clinton-Macomb Main Library on March 16th at 7:00 p.m. Christine Hage will talk about library technology and give a tour of the library. Election of officers will take place at the meeting.

VI. Member libraries' announcements/concerns.

We've received a request from a senior citizen residence in Sterling Heights for a used encyclopedia. If a library has a discarded set, please contact SLC office.

MCL- Library is getting a defibrillator. Training will be provided for interested staff members.
Program on Harriet Tubman will be held on Feb. 21st.
Is anyone interested in using standing orders on Sirsi? (Yes.)

FRA- Patio is almost finished.
Eric Suess has accepted a new position in Wayne, New Jersey, starting April 1st.

WPL- Two branches will close in the near future. Library Commission will decide this evening which branches will close.
Plans for the civic center library are moving along. Groundbreaking will take place on July 4th.
Ongoing book sale at WAM has raised \$446 since Feb. 10th.

CMM- Circulation continues to increase. Approximately 2500 new cards are issued each month.
Sortation system is working well. Working on Holds.
CMM will be closed Monday morning, Feb. 16th.
Have all libraries raised the fee for an SLC non-resident card to \$200? (Yes. Some libraries offer a local library card for less, but an SLC card is \$200.)

- SCS- Reception for dedication of stained glass windows was very successful.
New café is working very well.
Working on the budget.
- ROM- Cookbook exchange will be held on March 6th.
John Smolens, author of "Cold," will be at the library on March 24th and 25th.
- RSV- After-hours teen program was attended by 38 teens.
Harriet Tubman program will be held the end of the month.
All-day celebration in honor of Dr. Seuss' birthday will be held March 2nd.
Received \$1,000 from Walmart.
Board is interested in starting an endowment fund.
- CHE- Company hired to clean the library after the recent flood did an excellent job.
Blarney Boys will do a program on March 5th at 7:00 p.m.
Received \$1,000 from Walmart.
Received a donation of an Oxford English Dictionary from Visteon.
Friends' book sale raised almost \$400.
- SHL- Received 60 responses in one day to their online patron survey.
- CLL- Raised \$1100 in three hours at a used book sale on Feb. 7th.
Seussapalooza will be held on March 10 from 4:00-7:00 p.m.
- EPL- Dr. Seuss program will be held on March 6th.
Grand opening of the patio will be held on April 17th.

VII. Public Participation.

No public participation.

VIII. Next meeting date.

The next meeting will be March 11, 2004 at the MacDonald Public Library.

IX. Meeting adjourned at 11:50 a.m.