

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

**COUNCIL MINUTES**

**Harper Woods Public Library**  
**May 11, 2006**

I. The meeting was called to order at 9:40 a.m. at the Harper Woods Public Library.

Present: Lusardi (Chesterfield), Neal (Clinton-Macomb), Sterling (Eastpointe), Parus (Harper Woods), Hoffmeyer (Lenox), Reghi (Lois Wagner), Thomas (MacDonald), Harrison (Romeo), Mihalic (St. Clair Shores), Lingeman (Sterling Heights), Henderstein (Warren), Turgeon and Frezza (SLC)

Absent: Smith (Armada), Cross (Center Line), Schmidli (Fraser), LaBelle (Macomb), Worrell (Mount Clemens), Valade (Roseville), Chambers (Shelby), Stoutenburg (Troy), Doege (Utica)

II. Approval of the Agenda.

Chesterfield moved to approve the Agenda, supported by Lingeman. Motion carried.

III. Approval of the Minutes of the last meeting.

Neal moved to approve the Minutes of the last meeting, supported by Hoffmeyer. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation

Sirsi Vice President of Product Management, Berit Nelson, Kristina Fengl our Client Care Account Manager, and Rick Branham, our Strategic Account Manager will all be here on Thursday, May 18<sup>th</sup> to meet with the Circulation Roundtable at 9:30-11:30 a.m. at Troy Public Library and from 1:30 – 4:00 p.m. at Sterling Heights Public Library for System Managers and Directors. They are here to listen to our concerns, review the list of issues, and provide us with information about the future direction of the software.

New PCs are arriving. Lenox and Utica Public Libraries have already been installed. Please call Chris when all of your PCs arrive so he can schedule installation. Macomb County Library is being installed right now. SLC is waiting for two libraries to order.

There are some problems with the loader of the latest client update. If you haven't been able to install the upgrade, Chris has two programs on the website, [www.libcoop.net/chris](http://www.libcoop.net/chris). One will install the latest Java version 1.5.6 bundled with the latest Workflows version. The other link just has the latest Workflows version.

MiLE is still being tested. It does work, but there are still some instances where the library has to login as slcstaff to find the request to fill. I would like to see this working all of the time before going live. Turgeon has a conference call with Eileen Palmer to further discuss status. SLC, TLN and Dalnet are the shared systems waiting for MiLE to be up and running.

RMG and Joseph Ford and Associates have responded to the Strategic Technology RFP. Both proposals look good and the process looks like it will span from July – December. SLC worked with RMG when we went to Sirsi. Combining the Strategic Technology planning with TLN is a cost effective measure and SLC will stay a separate entity. SLC will be reviewing automation systems and technology for all our members and TLN will be reviewing technology for their shared automation system libraries.

## B. MeLCat Application

MeLCat is currently accepting applications to join MeLCat and are adding new libraries three times a year. The Library of Michigan advised Turgeon to have the shared system and the member libraries apply to join MeLCat, and when the application is received, we will get a pre-implementation survey. When completing that application, in the Council Meeting packet, we should indicate that we are not interested in participating in MeLCat until NCIP is implemented. Please read the policies and procedures.

Motion made by Lusardi to have SLC shared system libraries fill out their MeLCat application and send them to the Cooperative, seconded by Lingeman. Motion carried.

## C. Personnel Committee Recommendations

The Personnel Committee reviewed the SLC Personnel Policy in its entirety and would like to make a few minor changes to the sections listed:

Extreme Weather Conditions - Personnel Policy: No. 6

Grievance Policy - Personnel Policy: No. 8

Leave of Absence - Personnel Policy: No. 12

Meals and Breaks - Personnel Policy: No. 13

Lusardi moved to accept the changes to the SLC Personnel Policies, supported by Hoffmeyer. Motion carried.

The Personnel Committee would like to add a new Social Security Number Privacy Policy: No 24.

Henderstein moved to add the new Social Security Number Privacy policy, supported by Lusardi. Motion carried.

The Substitute Librarian and Substitute Clerk lists are currently updated at different times and approval is needed from the Council and Board before the process can begin. SLC is requesting that the two lists be automatically updated annually in June.

Lusardi made a motion to automatically complete the process of updating the Substitute Librarian and Substitute Clerk lists every June, supported by Hoffmeyer. Motion carried.

## D. Adult Services Roundtable

A survey was sent out last month and due to a low response, we have outlined four options to determine the status of the Adult Services Roundtable.

Council is recommending that we continue the Roundtable as stated in option #3 and Directors will be asking staff if they would volunteer as the chairperson.

## E. Reorganization Committee Recommendation

The name of the Committee has been changed as the approval to not renew the contract with Macomb County Library was made in April. Delivery and Personnel are the main issues that were covered at our last meeting. The Committee decided to send out a RFP for Delivery and would like to reorganize the current staff to the following positions:

Kim Shearer, who currently provides ILL services through the SLC contract with MCL, would work part-time (20 hours/week) as the ILL Clerk. We are asking for a letter of acceptance of a written job offer by October 1, 2006. The Administrative Assistant position would increase to full-time and Darlene Paquette has accepted the increase to full-time and increase in responsibilities.

The full-time MLS Librarian for Cataloging position would be offered to Elizabeth Erlich, who currently provides cataloging services through the SLC contract with MCL. We are asking for a letter of acceptance of a written job offer by July 1, 2006. If Elizabeth declines the position, we would offer it to Ann Langlois and ask for a letter of acceptance of a written job offer by October 1, 2006. If neither person is interested, we would post the position and hire someone before December 31, 2006.

All positions would begin on January 1, 2007.

Henderstein made a motion to approve the Committee's personnel recommendations, seconded by Thomas. Motion carried.

## V. Announcements and Information.

A. MLA Public Policy.

Turgeon attended the National Library Legislative Day in Washington, D.C. and MLA's Library Legislative Day on Tuesday May 9<sup>th</sup>. Both events are a great way for you to connect with your local legislators. A recommendation from the National Library Legislative Day was to invite legislators to your library to read a book to children or participate in other programming avenues.

VI. Member libraries' announcements/concerns.

A Spring Trustees Meeting is scheduled on May 23<sup>rd</sup> at the Macomb Community College Center Campus Library. Dinner is \$15.00 per person and SLC can bill your library. Brochures were emailed to Directors and mailed to each Trustee.

The first State Aid checks are being sent and the second check will be sent by July 1<sup>st</sup>, 2006. For budget purposes, SLC will send out a Centralized Purchasing letter in June.

Mis is hiring someone to process the State's Gates Grants.

Cathy Russ has accepted a Director position at the Chelsea District Library.

Thanks to the Harper Woods Public Library for hosting the meeting.

ARM – Absent.

CLL - Absent.

CHE –Celebrating Michigan week on May 20<sup>th</sup> with a Civil War Reenactment by the 16th Michigan Infantry. On May 6<sup>th</sup> we held a Free Comic Book program. Lusardi is being honored as a distinguished alumni member by the Wayne State Library and Information Science program. Still working on investigating property from Seville Manor and also investigating becoming a District Library.

CMPL- A travel exhibit on Alexander Hamilton: The Man Who Made Modern America is be held from May 16<sup>th</sup>- June 23<sup>rd</sup>. The Friends Book Sale raised \$20,000. Larry Neal has been elected to a three year term on the PLA Board

EPL – No Report.

FRA - Absent.

HPW – Children's Program is underway. Michael Shumaker is rescheduled for June 6<sup>th</sup>.

LEN - No Report.

LWM – Working on adding Hyperion to our website – 30 photos are completed.

MPL – Held a National Comic Day on May 6<sup>th</sup> with 100 kids in attendance. May 17<sup>th</sup> is a Grossology Program and May 22<sup>nd</sup> is a Mother and Daughter Scrapbook Program. Celebrating Michigan Week with one of Michigan's notable children's authors, Laurie Keller, on May 20<sup>th</sup>.

MCL – Absent.

MTC - Absent.

ROG – No Report.

RSV – Absent

SCS – Maritime photographer and author Thad Koza will present a slide show on Tall Ships visiting Algonac and Bay City in July 2006. The Friends Group raised \$5,000 and will support the Summer Reading Programs for children and adults. Attendance was high when Tim Kiska spoke on April 25<sup>th</sup> at 7 pm.

SBL- Absent.

SHL – The Friends Group second audit was completed. We are starting a Reading for Paws Program on June

19<sup>th</sup>.

TPL - Absent.

UPL – Absent.

WPL – Starting Summer Reading Program.

VII . Public Participation.

No public participation.

VIII.Next meeting date.

The next meeting will be June 8<sup>th</sup>, at Shelby Township Library.

Meeting adjourned at 11:10 a.m.