

SUBURBAN LIBRARY COOPERATIVE
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COUNCIL MINUTES

St. Clair Shores Public Library
September 14, 2006

I. The meeting was called to order at 9:45 a.m. at the St. Clair Shores Public Library.

Present: Smith (Armada), Lusardi (Chesterfield), Neal (Clinton-Macomb), Sterling (Eastpointe), Parus (Harper Woods), Hoffmeyer (Lenox), Reghi (Lois Wagner), Labelle (Macomb), Harrison (Romeo), Worrell (Mount Clemens), Valade (Roseville), Orlando (St. Clair Shores), Lasky (Sterling Heights), Doege (Utica), Urban (Warren), Turgeon (SLC)

Absent: Cross (Center Line), Schmidli (Fraser), Thomas (MacDonald), Chambers (Shelby), Stoutenburg (Troy)

II. Approval of the Agenda.

Neal moved to approve the Agenda, supported by Doege. Motion carried.

III. Approval of the Minutes of the last meeting.

Lusardi moved to approve the Minutes of the last meeting, supported by Orlando. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation

Upgrade to GL 3.1 scheduled for the evening of Thursday, September 21st. The pull on shelf hold report patch is sorting by author not the call number. If the patch is not corrected, we will let you know and reschedule the upgrade.

Strategic Planning for Technology results from the focus groups and meetings with TLN will be given to the Turgeon by the end of the month. The survey results are going well so far. We have received 800 public survey submissions and 100 staff survey submissions. Thank you for putting the link on your websites.

Our weekly problem with the reports did not occur this week. We have Sirsi monitoring our logs to determine why these file keep going missing.

Kristen is coordinating the database renewals. You should be receiving vendor prices and information in the next few days.

SVA calls once a day. More patrons are using the phone notification system. Currently, we have two lines to call in and two lines for call outs. Kristen is getting a quote from Sirsi to add two more lines for patron call outs.

Downloadable audio books group pricing will be available at the October Council Meeting.

B. Personnel Committee Recommendation (enclosure)

The Suburban Library Cooperative salary schedule for 2006-2007 was reviewed.

Motion made by Lusardi to recommend the 2006-2007 salary schedule recommendation to the Board, seconded by Worrell. Motion carried.

C. Delivery Service (enclosure)

At the August 2006 Council Meeting, member libraries had two questions that needed research. Answer for the first question is that Metro Expediting is willing to charge \$9/stop for delivery and pickup only. The current ProMed price is \$9/stop for delivery, pickup and sorting. The answer for the second question is that Michigan Library Consortium (MLC) has agreed to have SLC members send items to each other without packaging, although we would still need to use the label site.

Discussion for choosing ProMed or Metro Expediting focused on three main issues:

1. If we choose Metro Expediting, SLC would be responsible for hiring staff to sort items for delivery the next day.
2. Metro Expediting is a closed system with next day delivery, which is what we currently use, and ProMed is a shared system with two day delivery, that stops at a variety of businesses and medical facilities.
3. The cost of each system. Metro Expediting total cost for January – December 2007 would be \$60,750 plus the cost of 20 hours/week for a sorter, so approximately \$7,280 to increase the total cost to \$68,030. ProMed total cost for January – December 2007 is either \$64,125 or \$67,500. The variance is due to an increase of \$10 or \$11 per stop effective July 2007. MLC is unsure of the increase. January - June 2007 would be \$30,375 and July - December 2007 would be \$33,750 or \$37,125.

Motion made by Worrell to use ProMed Delivery Services for one year, seconded by Doege. Motion carried.

D. 2005-2006 SLC Budget (enclosure)

Revision to the General Fund includes a little more interest, state aid and funds from DSLRT. Changes were made to continuing education and for travel conference training. The Proprietary Fund budget for retained earning was not used last year due to less depreciation expenses. Budget is still in balance.

Motion made by Worrell to recommend the revised budget for this fiscal year, seconded by Reghi. Motion carried.

E. 2006-2007 Budget (enclosure)

The SLC Investment Committee recently met with our financial planner, Daniel Kanter of Kanter Associates, and we are looking at some long term investments. We will try to keep the return rate at 5% and/or get to a 7% return rate.

New 2006-2007 budget enclosures were distributed. The budget has been revised due to our relocation for only part of our fiscal year.

Some of the changes to the General Fund are: ILL was increased some and delivery was decreased. More money placed in continuing education and the lease amount was decreased as we are getting free rent January and February. We will not be able to do special projects this year and may charge a

lunch fee for the September 2007 workshop.

The Proprietary Fund is decreased by \$37,000 as we lost 8 user licenses, but we still have a balanced budget.

Motion made by Lusardi to recommend the revised budget for this fiscal year, seconded by Doege.
Motion carried.

V. Announcements and Information.

A. MLA Public Policy.

AN FRP for a lobbyist will go out in 2007.

B. MiLE Application.

The MiLE Board met and is focusing their efforts on MeLCat.

VI. Member libraries' announcements/concerns.

The next Table Talk is September 19th for Class VI.

The advertisement to promote September as library card sign-up month was in the Macomb Daily on September 10th, the Oakland Press on September 14th and the Advertiser Times on September 20th. The cost for the advertisements, including the full page color ad was \$4,557. Thank you to Darlene Paquette for getting this done. It looked great!

Thanks to the St. Clair Shores Public Library for hosting the meeting.

ARM – Extending the Summer Reading Program for 3 1/2 - 5 year olds to 8 weeks and 4 weeks for toddlers. We are inviting kindergarten students to visit the library to receive a library card.

CLL - Absent.

CHE – One of our patrons, Betty Lou Tobin, named the library as sole beneficiary of her and Patricia Grow's estate. The money cannot be used for a building or staff funding. Book Sale this Saturday and celebrating our 1st anniversary in our new facility. Would it be possible to create a Director's Blog for SLC?

CMPL- I think we lost an opportunity to cooperatively send a release to local newspapers regarding the recall of the Summer Reading Program bendable toy. In the process of finishing the Complete Service Policy Review based on PLA Policy for Results. On September 25th we are having an unveiling of the new Amber Alert stamp and will have the CHIP program where parent's can bring in their kids and get their picture and DNA put on a CD. Started a library e-letter through Book Letters that includes movie trailers and have received 450 responses to receive the bi-weekly e-letter. Changed our newsletter to only 3 issues annually and are using 4-colors. The Sept.-Dec. 2006 edition includes a coupon for our library store. We just finished the second edition of our local cable television show about the library. Have been accepted into MeLCat and will be starting in January.

EPL- No Report.

FRA -Absent.

HPW –The City had their open house offering many programs for kids and teens. Our building is going up for green certification in a few months.

LEN – No Report

LWM – Impressed with the advertisement promoting September as library card sign-up month. Vern Wieland’s Antique Appraising Program is tonight.

MPL – Absent.

MCL – Working with our Board and financial planner to create a Foundation. The law books are targeted and getting on the shelves. We will be discontinuing all print subscriptions for the collection at the end of the year and will purchase the complete online version of Westlaw. The position for Assistant Director and Head of IT were approved to post and fill.

MTC - Received our QSAC Essential certification. Copies of the new book, “Selfridge Field”, authored by library assistant director Deborah Larsen and Lt. Col. Lou Nigro, are now on sale at the library. Vice President Dick Cheney received a copy of “Selfridge Field” on a recent visit to the base.

ROG – Welcome to Marjorie Harrison as the Director of the Romeo District Library. Attended the library Board Meeting and will start working on strategic planning process with Char Ezell. Also, I am working with the branch library to see how to better promote its usage.

RSV – Redesigned our newsletter and, to cut costs, are combining with the Friends newsletter. We will produce one large newsletter for Sept. – May and the Friends have agreed to pay for it.

SCS – Designed a flyer promoting the library survey. Debbie Larson coming out Oct. 5th to speak about her new book “Selfridge Field.” A quilt is on display that will be raffled at the art fair this weekend.

SBL- Absent.

SHL – Ellen Lasky is retiring from the Sterling Heights Public Library.

TPL – Absent.

UPL – In August of 2006, there was a bond for voters to either enlarge or build our police station and city offices. The voters defeated this bond; therefore, the city is proposing a lesser bond in November. At the last council meeting a council member brought up an idea to revoke the library millage and give the library building to city hall.

WPL – Gearing up for fall programs like our First aid for Dogs Program. The Civic Center building is progressing quickly, but we are not sure if we can make the December 9th move date.

VII. Public Participation.

No public participation.

VIII. Next meeting date.

The next meeting will be October 19th, at the Armada Free Public Library.

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