

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

COUNCIL MINUTES

**Macomb County Library**  
**January 13, 2005**

I. The meeting was called to order at 9:35 a.m. at the Macomb County Library.

Present: Smith (Armada), Russ (Center Line), Lusardi (Chesterfield), Hage (Clinton-Macomb), Sterling (Eastpointe), Schmidli (Fraser), Parus (Harper Woods), Hoffmeyer (Lenox), Thomas (MacDonald), Labelle (Macomb), Kruse (Romeo), Valade (Roseville), Woodford (St. Clair Shores), Chambers (Shelby), Lingeman (Sterling Heights), Stoutenburg (Troy), Henderstein (Warren), Turgeon (SLC).

Absent: Reghi (Lois Wagner), Worrell (Mount Clemens), Doege (Utica)

The new director for Fraser, Sherry Schmidli, was introduced.

II. Approval of the Agenda.

Lusardi moved to approve the Agenda, supported by Woodford. Motion carried.

III. Approval of the minutes of the last meeting.

Lusardi moved to approve the minutes of the last meeting, supported by Parus. Motion carried.

IV. Suburban Library Cooperative Business.

A. Automation

The new release was installed mid-December. SVA is ready to go, but Sirsi is working with us to get Kristen's recorded messages to play. Directors Station is now being configured.

Problems have been occurring with Comcast over the last 2 weeks. They have installed new equipment at 4 libraries with mixed results. Comcast tech support has been very non-responsive in the last few weeks and SLC staff is working very hard to solve your problems. Some Comcast staff indicated that hackers are bogging down their lines, which is why random libraries are going down. Turgeon has been talking with the regional sales manager and we will get all libraries equipment replaced and upgrade our service at each location for a lower cost. Hopefully, he will also be able to help us with the tech support problems.

The new SpamLion server was received and will be installed in the next few weeks. Email will not be down, but spam will get through during the switchover. We will let you know when this will take place.

Wireless connections are being installed at 5 more libraries

A. Review Workflows Fee Structure (Annual Plan Goal)

The handout of current automation system costs and payment options for libraries to consider was distributed.

We will be working with our auditor to review current expenses and retained earnings. When we calculated out expenses for the next 5 years before installing SIRSI, we found that our expenses have been less due to all libraries switching to Comcast and less equipment purchased than anticipated.

Options 1 and 2 have a stable formula for most libraries to plan their budgets. Further discussion is needed.

V. Announcements and Information.

B. MLA Basic Training for Trustees workshop

In cooperation with MLA, SLC will have a basic training for Trustees workshop at the SHL in April. This will be a 5 hour workshop with breaks and lunch. More info will come in February. Turgeon will find out if the workshop will satisfy QSAC training.

C. 2003/04 Cooperative benefits report

Half of the books will be purchased by January, with the entire project ending in May and books being distributed. So far, we have purchased Arabic, French, German, Italian, Spanish, and ESL materials.

D. MLA Public Policy

No Report.

VI. Member libraries' announcements/concerns.

Thank you to Macomb County Library for hosting the meeting.

2005 Michigan Notable Books Program

3 libraries from each coop host one of the Michigan notable book authors during Michigan week.

SLC recently received an offer from the original company owner to purchase our Stack Mover as the company that made it went out of business. The Stack Mover has not been used in a year. Do we want to keep it? Council recommended to keep the Stack Mover.

ARM- No Report

CLL- Cathleen Russ accepted Assistant Director Position at MCL. Cathleen formerly thanked the Directors for their support over the past five years. State Aid is complete. The City will be posting the CLL Director's position and a position for a part-time Cataloger.

CHE- Submitted proposal to lease a light industrial building to the Chesterfield Planning Commission. The building is located near 23 and Gratiot and is approximately 21,000 square feet.

CMM – Circulation reached 1.4 million. 24 hour hold machine removed as it was too big and could not hold a patrons order if it was too large. Recent thefts have accumulated losses to approximately \$90,000 in our Audio Visual Collection. One man was arrested on evidence that he sold CMPL CD/DVDs to varying Game Stop stores in Macomb County. Other security measures are in place and we are investigating others.

EPL- Three Reference Librarians and three Circulation staff lost. City is replacing staff.

FRA- Many changes are occurring: Rearranging shelving to allow for more room in the building, removing outdated orange fixtures, establishing a Friends Group, working on new fines and loaning out more materials. Please call the Circulation desk if patrons have difficulties placing holds.

HPW - Building project ongoing - building is a shell right now.

LEN- State Aid complete

LWM- Absent.

MPL- No report.

MCL- Cathleen Russ starts on February 21<sup>st</sup> as the Assistant Director. Head of Reference position is now open. Security issues are being covered. New external locks were installed to better track key access. Also, our drivers have been advised to shut and lock the truck doors every time the truck is unattended. CARE, an effective parenting course, is taking place for parents of children aged 0-6

MTC- Absent.

- ROG- Newsletter distributed. Scraping the circulation desk as it is problematic for the staff and patrons. Two staff members applied and were accepted for the Michigan Leadership Academy. Committee working on re-evaluating and looking at ideas to best use the Kezar building. New MeL database section is very user friendly for patrons.
- RSV- Budget due in February. Teen Advisory Group created a newsletter for the Youth Area. Friends Group is having a Financial Planning event. Library is doing more programs.
- SCS- Planning new budget. Not distributing Income tax forms this year. Concerned about the future of the library due to revenue cuts.
- SBL- Undergoing construction in February. Metal desks and L-shaped units are available to all libraries. New flyer outlines 3 months worth of upcoming programs available to patrons. New music program series starts in January.
- SHL- Installed coffee/pop vending machines. Friends Group will be audited, which is mandated by the City.
- TPL- No report.
- UPL- Absent.
- WPL- Building project moving along. Forty people attended our first Book Discussion Group. Science Alive Program in January. LTA position open and still in administrative process.

#### VII. Public Participation.

No public participation.

#### VIII. Next meeting date.

The next meeting will be February 10 at Clinton-Macomb Main Library.  
Meeting adjourned at 11:45 a.m.