

SUBURBAN LIBRARY COOPERATIVE

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COUNCIL MINUTES

Suburban Library Cooperative

June 10, 2021

- I. The meeting was called to order by Turgeon at 9:34 a.m. at the Shelby Township Library.
 - Present: Smith (Armada), Johnson (Center Line) calling in from Center Line, Madson (Chesterfield), McDowell (Fraser) calling in from Grosse Pointe Farms, Valyi-Hax (Harper Woods), Bogaert (Lenox), Kammer (Lois Wagner) calling in from Richmond, Parij (MacDonald), DeMeulenaere (Ray Township), Harvey (Roseville), Ester (Shelby), Orlando (St. Clair Shores), Turgeon (Sterling Heights/SLC), Dumas (Troy) calling in from Troy, Doege and Katherine Francis (Utica), Urban (Warren) calling in from Warren, and Linsday (SLC) calling in from Sterling Heights.
 - Absent: Neal (Clinton-Macomb), Goins (Harrison Twp.), Bowman (Mount Clemens), and Lopiccolo (Romeo).
- II. Approval of the Agenda.

The agenda was amended to include item IV.C.4. Quarantine of Items. Doege made a motion to approve the agenda as amended, supported by Madson. Motion Carried.
- III. Approval of the Minutes.

Ester made a motion to approve the May 13, 2021 minutes, supported by Parij. Motion Carried.
- IV. Suburban Library Cooperative Business

Libraries have started to receive their new computers, call Ken to schedule the install. All SLC staff is back working in the building.

 - A. Overdrive
 1. SLC Overdrive Content Credit

Smith made a motion to allocate 20% group content purchase for Overdrive to be billed separately. The motion was supported by Doege. Motion Carried.
 - B. Personnel
 1. 2021-22 Proposed Salary Schedule

The directors discussed the salary increases and wanted to make sure they at least covered the increase in health care benefits costs for affected staff. Also discussed was giving staff who worked in the building during the pandemic some sort of additional stipend. Tammy will investigate and bring this back before Council at their August meeting. Additional items to be reviewed at a later meeting are the salary ranges and number of vacation days.
 - C. Delivery
 1. Contract October 2021 – September 2022

Ester made a motion to recommend the 2021-22 Delivery Contract with a \$0.50 increase, from \$14.50 to \$15.00 per stop to the Suburban Library Cooperative Board, supported by DeMeulenaere. Motion Carried.
 2. Review Delivery Policy

Bogaert made a motion to approve the following changes to the Delivery Policy: Item 4.d. libraries should call SLC if delivery is not received by 3:00 p.m. and Item 4.e. SLC should have a dedicated delivery email, in case Vicki is unavailable to handle any delivery issues. The motion was supported by Valyi-Hax. Motion Carried.
 3. Handling of Wet Items

Items damaged by water is considered the cost of doing business and SLC will not reimburse libraries for water damaged items. SLC will be creating a damaged in delivery form to be attached to damaged items being returned to the library, so library patrons will not be charged. Vicki will be asked to track how often library items are water damaged and which libraries are most affected. This will be reevaluated at a future time to determine if this is a larger problem and needs to be handled differently.
 4. Quarantine of Items

Harvey made a motion to stop the quarantine of library items, supported by Parij. Motion Carried. Quarantining of items will end on Monday, June 14, 2021.

V. Announcements and Information

A. Advocacy – Everyone

Congressman Levin met with some SLC and TLN library directors on a call organized by MLA. The Chesterfield Library has a millage proposal on the August ballot. SLC is in need of a new chairperson for the Adult Services Roundtable. Center Line Library has someone they can ask, or the chairperson will rotate among the member libraries with Chesterfield being first. June 24 will be the last SLC Virtual Director check-in.

VI. Discussion Topic: ARPA Funds from Library of Michigan

The Michigan Cooperative Directors Association is working together on two Capacity Grant proposals. One for Overdrive educational, job related materials and one for Hardware (laptops, tablets, etc.). MLA may be working on one for the promotion of items purchased through the ARPA funds (or this may be a part of the other two grants). Libraries can submit grant proposals for the Equipment Grant program, which would include bookmobiles, book lockers, book vending machines, etc. However, these funds must be spent by Sept. 2022.

VII. Member Libraries' Announcements/Concerns:

SLC: Thank you to the Shelby Township Library for hosting today's meeting.

ARM: Looking forward to Summer Reading programming. Received computers, but not the new monitors.

CHE: The library has a millage proposal on the August ballot. The library is trying for 1 mil for 20 years for a new library building. The Friends group is having a book sale June 18/19. The library is also offering in-person meetings if they are under capacity limits.

CLL: Looking forward to July 1st when restrictions are eased. The library has stopped limiting computer time and has relaxed the mask mandate for staff and patrons. Circulation is almost back to normal. The city has approved raises for the staff.

FRA: The city is reviewing the placement of the new library shed. Funds for the library were sent to the city, waiting for reimbursement. The library is looking to hire substitutes and pages.

HPW: Had two applicants for the Youth Librarian position. Is any library offering in-person inside meetings for community groups, etc.? Not at this time due to capacity limits.

LEN: The library has a new website. Summer Reading starts Monday. Will be holding in-person outside programming.

LWM: The library will now be open on Saturdays from 10 a.m. to 2 p.m. Summer Reading starts next week, will be holding outside programming. Have started to relax mask rules as mandated by the state.

MPL: The library is almost back to 100% staffing. Hired a community engagement librarian. The library is still running on reduced hours. The library also has a new website. Have started to relax mask rules as mandated by the state. The Friends group is having a book sale next month. Most staff is back working in the building.

RAY: The library has a new website. Hired a new assistant librarian who has been applying for and receiving several grants.

RSV: Business as usual, hiring and training staff.

SBL: Starting Summer Reading, will be having in-person outside programming. Is there any reason to have gender on library card applications and in SIRSI? Is there an option for "Not Collected" and have the appropriate designation for the affected SIRSI fields related to library cards? Turgeon will have Shaughnessy work on this.

SCS: The Friends will be having a book sale in August. Is anyone having a problem with tutors wanting to use the library? The current policy states that no one may conduct business within the library. Rosemary is working with the city attorney and her library board to create a policy for tutors.

SHL: Received a \$5,000 donation towards the International collection from retired staff member. The library has joined TALK. The library is fully open, however it is still waiting for some additional furniture, Wi-Fi, etc.

TPL: The library reopened to the public this week. Started Summer Reading, programming starts June 19th. Have started relaxing the mask rules as mandated by the state. The library will start to be open on Fridays starting July 16th.

UPL: This is Marsha's last meeting – Congratulations on her retirement! Thank you to SLC and Library Directors for being so helpful and supportive. Summer Reading starts this week. Will be having one inside program.

WPL: The library has starting doing childrens' programming in some of the city's parks with take and go crafts. Summer Reading kickoff is June 19th. The Civic Center library added new shelving in the Children's area for early literacy. Also the teen area received new shelving. The library has received several grants recently. Posted for an Outreach Librarian and looking to hire office assistants. Staff and patrons are still required to wear masks. Received funds from Extra Credit Union to set up free little libraries in some of the city parks.

VIII. Public Participation

None

IX. Adjournment

Ester made a motion to adjourn the meeting at 11:38 a.m., supported by DeMeulenaere. Meeting Adjourned.

X. Next meeting date

The next meeting will be August 12, 2021 at 9:30 a.m. at location to be determined.