

**SUBURBAN LIBRARY COOPERATIVE**  
**44750 Delco Blvd**  
**Sterling Heights, Michigan 48313**  
**(586) 685-5750**

**COUNCIL MINUTES**  
**Suburban Library Cooperative**  
**August 12, 2021**

- I. The meeting was called to order by Turgeon at 9:30 a.m. at the Suburban Library Cooperative.
  - Present: Smith (Armada), Johnson (Center Line) calling in from Center Line, Goins (Harrison Twp.), Parij (MacDonald), Bowman (Mount Clemens), DeMeulenaere (Ray Twp.) calling in from Washington Twp., Harvey (Roseville), Orlando (St. Clair Shores), Turgeon (Sterling Heights/SLC), Francis (Utica), Urban (Warren) calling in from Warren, and Frezza, Lindsay (SLC).
  - Absent: Madson (Chesterfield), Neal (Clinton-Macomb), Todd (Eastpointe), McDowell (Fraser), Valyi-Hax (Harper Woods), Bogaert (Lenox), Kammer (Lois Wagner), Lopiccolo (Romeo), Ester (Shelby) and Dumas (Troy).
  - Guests: Jaroslava Pallas calling in from Ypsilanti and Jodi Krahnke calling in from Ann Arbor, both from the Ypsilanti District Library.
- II. Approval of the Agenda.

Parij made a motion to approve the agenda, supported by Orlando. Motion Carried.
- III. Approval of the Minutes.

Harvey made a motion to approve the June 10, 2021 minutes, supported by Parij. Motion Carried.
- IV. Guest Speakers Jaroslava Pallas and Jodi Krahnke from the Ypsilanti District Library  
Jaroslava Pallas and Jodi Krahnke introduced themselves and then proceeded to speak about the TALK (Text and Learn for Kindergarten) Program. This is a program that will allow libraries to send informational age appropriate texts to the parents of children 0 through 6 years, about early literacy. All texts were written by library staff and are available in both English and Spanish. The program also provides some training and a downloadable toolkit for getting started. Also included is a guide to working with/creating community partnerships. Tammy has suggested that SLC would be willing to have printed informational bookmarks and or stickers for all participating libraries.
- V. Suburban Library Cooperative Business
  - A. 2021-22 Council Meeting Dates  
Schedule is different this year due to MLA being the week of the regular council meeting in October. Suggest to meet in December instead. Harvey made a motion to approve the 2021-22 Council Meeting Dates as presented. The motion was supported by Bowman. Motion Carried. CMN will host the November 4, 2021 meeting. SHL will host the March 10, 2022 meeting. All other meetings will be held at SLC and Zoom option will continue.
  - B. Personnel
    1. 2021-22 Proposed Salary Schedule  
1% additional increase proposed for employees that worked in person while closed during pandemic. Health insurance increase is covered by proposed increase for all employees. Smith made a motion to recommend the 2021-22 Proposed Salary Schedule to the Suburban Library Cooperative Board. The motion was supported by Parij. Motion Carried.
  - C. 2021-22 SLC Annual Plan  
Changes to the 2021-22 SLC Annual Plan were discussed by the Library Directors. Item L. was changed to: Hire an Intern to work on/assist with the clean up of the SLC shared system catalog. Parij made a motion to recommend the 2021-22 SLC Annual Plan with the discussed changes to the Suburban Library Cooperative Board. The motion was supported by Bowman. Motion Carried.
  - D. Review Borrowing Policy  
Questions about who to report issues to, when a family member of military personnel has a problems and the responsible person is deployed. The directors decided to let each library decide how to handle this situation and there is no need to change SLC policy at this time.
- VI. Announcements and Information
  - A. Advocacy – Everyone
- VII. Discussion Topic: Early Literacy

This topic was discussed after the TALK presentation and during Annual Plan review.

#### VIII. Member Libraries' Announcements/Concerns:

SLC: The Cooperative received a Thank You card from Marsha, from the Utica Library.

Item for the September SLC Advisory Council Meeting: Review the charge limits, overdue fine limits and hold days that were set due to the pandemic.

ARM: Hired 3 new staff. Considering asking senior groups to start coming back to the library.

CLL: Had first in-person program at the library last night – 8 attended. Library is now fully staffed. Foot traffic and circulation is stable. PC use is down, but Wi-Fi usage is up.

HTL: Waiting for results of public survey. Will be participating with Harrison Township's Job Fair. Starting a marketing campaign.

MPL: Working on hiring new staff and marketing the library. Friends group is in the process of reorganization. Busy with programming and refreshing the collection.

MTC: Business as usual – in the process of hiring an archivist.

RSV: Hiring and training staff as usual. Hired a new service coordinator to do outreach. Started a collection of outreach materials for assisted living facilities, however this service is not wanted at this time. Will be participating in the Jammin at the Junction Classic Car Show in September.

SCS: The library publishes a newsletter and question arose over who owns the pictures in the publication. If a library staff member takes pictures of and for the library as part of their work, then the library owns those pictures. Also, there have been individuals coming to libraries and other city buildings wanting to take videos of public buildings. Libraries should have a policy about what's allowed in their building.

SHL: The city had an open house/ribbon cutting to show off the renovations at the library, city hall and court buildings. The library is still waiting for Wi-Fi installation to be completed. The library will be asking the city for some of the ARPA funds to put in a book kiosk in a park on the south side of the city.

UPL: Business as usual – weeding and rearranging the collection.

WPL: Applied for 3 grants – one for a Bookmobile. Received a grant for the purchase of 20 laptops to go to senior centers and teach computer/internet classes. The library is down 4 full time positions, 2 for office assistants. Have had 3 in-person programs so far, 27 attended a teen summer reading program. People in the north east part of the city want an accessible library with library services. The Library Commission along with other city officials are looking for a solution.

#### IX. Public Participation None

#### X. Adjournment

Parij made a motion to adjourn the meeting at 11:29 a.m., supported by Harvey. Meeting Adjourned.

#### XI. Next meeting date

The next meeting will be September 9, 2021 at 9:30 a.m. at the Suburban Library Cooperative.