

**SUBURBAN LIBRARY COOPERATIVE**  
**44750 Delco Blvd**  
**Sterling Heights, Michigan 48313**  
**Board Meeting**  
**May 26, 2022**

- I. The meeting was called to order at 6:35 p.m. by Diane Barr.
- Trustees present: Diane Barr (Armada), Freda Witt (Center Line), Murney Bell (Chesterfield), Amy Wille (Clinton-Macomb), Adrienne Hilmon (Lenox).
- Trustees excused: Wilma Wagner (Eastpointe), Marlene Hoeft (Fraser), Eric Walton (Harper Woods) and Linda Pillow (Harrison Twp.).
- Staff present: Tammy Turgeon and Pat Lindsay.
- II. Approval of the Agenda  
Motion made by Wille to approve the Agenda, supported by Bell. Motion Carried.
- III. Approval of the April 28, 2022 Minutes  
Motion made by Wille to approve the April 28, 2022 minutes, supported by Witt. Motion Carried.
- IV. Public Participation  
None
- V. Member Library Concerns  
The Shelby Township Library will be holding their open house at the new library on Saturday, June 25<sup>th</sup> from 1 – 4 p.m.
- VI. Action Items
- A. Approval of the Bills
1. Payment of the bills for May 2022 was approved on a motion by Bell, supported by Wille. Motion Carried.
- B. Budget Reports  
Bell moved to receive and file the April 2022 Budget Reports, supported by Wille. Motion Carried.
- C. Investment Report/Finance Committee Report  
Wille moved to receive and file the Investment/Finance Committee Report, supported by Witt. Motion Carried.
- D. Director Evaluation Forms  
Wille moved to approve the Director Evaluation forms and the process for conducting the Director's 6 month and 1 year evaluations as stated below, supported by Bell. Motion carried. The Board will select a member of the Board at their November 2022 meeting to compile the Director Evaluation Forms from the Suburban Library Cooperative Board, Suburban Library Cooperative Advisory Council and the Director's Self Evaluation Form. The forms will be sent by Pat Lindsay to the Suburban Library Cooperative Board and Advisory Council and the new Cooperative Director, to be completed in December 2022. The results from those forms will be discussed at the January 2023 Suburban Library Cooperative Board meeting. The new director will be re-evaluated after one year, in June 2023.

VII. Information Items

A. Director's Report

Tammy has been working on organizing files, etc. for the new Cooperative Director. The cooperative had an incident, when a maintenance person was grinding cement to create access for an emergency exit. The building was filled with cement dust, that required additional cleaning of all surfaces. We are starting the conversion to Polaris. Chris, Amy and Tammy have met several times with the project manager. Training has been scheduled and Amy will also be doing additional training. There will also be on-demand video training available. We will go live with Polaris on or about September 22<sup>nd</sup>. Tammy has spoken with Mallorie and will be available to help her transition to the Cooperative Director position as needed. The Michigan Cooperative Directors Association held their first in-person meeting, since the pandemic, just in time to say goodbye to Tammy, as she steps down to go back to being the full time director of the Sterling Heights Public Library.

VIII. Adjournment

Wille moved to adjourn at 7:02 p.m. supported by Bell. Motion Carried.

Respectfully submitted:

Amy Wille, Secretary