

**SUBURBAN LIBRARY COOPERATIVE**

**44750 Delco Blvd**

**Sterling Heights, Michigan 48313**

**(586) 685-5750**

**COUNCIL MINUTES**

**Suburban Library Cooperative**

**June 9, 2022**

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), Madson (Chesterfield), Neal (Clinton-Macomb), Todd (Eastpointe), McDowell (Fraser), Valyi-Hax (Harper Woods), Goins (Harrison Twp.), Kammer (Lois Wagner), Bowman (Mount Clemens), Lopiccolo (Romeo), Harvey (Roseville), Ester (Shelby), Orlando (St. Clair Shores), Turgeon (Sterling Heights/SLC), Dumas (Troy), Urban (Warren) calling in from Warren and Frezza (SLC) and Lindsay (SLC).

Absent: Bogaert (Lenox), Parij (MacDonald), DeMeulenaere (Ray Twp.) and Francis (Utica).

Guests: Mallorie DeVilbiss

II. Approval of the Agenda.

The agenda was amended to include item IV.A.1. Credit Card Options with Polaris. Lopiccolo made a motion to approve the agenda as amended, supported by Goins. Motion Carried.

III. Approval of the Minutes.

Orlando made a motion to approve the May 12, 2022 minutes, supported by Lopiccolo. Motion Carried.

IV. Suburban Library Cooperative Business

A. Automation System

Ken has almost finished installing computers, there are still some that are backordered. Thank you to the Chesterfield, Roseville and Shelby Libraries for being here to help with Profiling for the new system. There will be much to discuss at next Tuesday's System Managers meeting. It is very important that all shared system libraries have someone in attendance.

1. Credit Card Options

Tammy distributed a list of credit card options available. The catalog side of Polaris (Vega) can handle credit card charges or PayPal. Some of the options included Envisionware (Mallorie will schedule a demo); Square; the Cooperative could set up bank credit card processing or each library could get their own bank credit card processing.

B. Early Literacy Project

Lopiccolo made a motion to recommend to the Suburban Library Cooperative Board the purchase of 27 backer panels from the Burgeon Group (1 for each SLC member library building) and 30 interactive panels to be rotated among the member libraries. The backer panels and interactive panels will be paid for from the Other Projects line item in the General Fund Budget. The motion was supported by Madson. Motion Carried.

C. Personnel Policy Revisions

Several policies were changed/updated but were not reflected in the Personnel Policy Manual, and they were the Problem Solving Procedure and Remote Work Policies. Other policies that needed updating are the Credit Card Policy, the Holiday Policy, the Insurance Policy and the On-Call Cell Phone Reimbursement Policy. Ester made a motion to recommend to the Suburban Library Cooperative Board the Personnel Policy Revisions as presented. The motion was supported by McDowell. Motion Carried.

V. Announcements and Information

A. Advocacy – Everyone

The DSLRT meeting at Whitelake Township Library discussed hiring practices/procedures. Claire Lopiccolo from Romeo District Library was re-elected as chairperson. MLA Advocacy Hour had a session on how to handle book banning. MLA has resources available to deal with this issue. This year's MLA conference will be held in Port Huron and the ALA conference is being held in Washington D.C.

VI. Discussion Topic: None

VII. Member Libraries' Announcements/Concerns

ARM: Getting ready for Summer Reading. Hired a full time employee. Signed a contract to repair the elevator.

CHE: Things are going well. Bad publicity about the library is very discouraging.

CLL: The city held its annual independence festival last weekend. Hired a new employee. The Friends group is changing to the honor system for items sold in their store.

CMM: The SLC intern has completed their rotation at the library. They will be working at Warren next. The library will be rolling out their new App at the end of the month. The courtyard at the Clinton-Macomb North branch is being dedicated to the Friends Group. All three library buildings will be polling locations at the next election.

EPL: Getting ready for Summer Reading. Looking to purchase self-contained, sound proof study area the size of a phone booth.

FRA: Getting ready for the millage proposal on the August ballot. The library is going for a new 1.0 mil for building repairs/updates and programming/other services.

HPW: Still waiting to finalize the bid for repairs for the lower level of the library damaged by flood waters last June.

HTL: Ending the needs assessment project. The library was compared with other libraries by size and similarly funded libraries in Michigan and the U.S. the library was ranked in the lower 25 percentile in all categories. The results from this study will go to the library board to decide how to proceed with a milage proposal.

LWM: Business as usual. Getting ready for Summer Reading.

MTC: The library should re-open sometime by the end of September. Looking to hire an assistant director. More job postings coming.

ROG: Things are going well. The library's bookmobile is considered to be a branch of the library for statistical purposes. The bookmobile will be going to different areas of the city starting Monday.

RSV: The library will be going fine free at the end of the summer. Working on a millage proposal. Having problems with being short staffed.

SBL: Posted for a FT circ. position – had 131 applicants. Interviewed 35. Will be hiring 2 PT clerks this summer. The library has it's Certificate of Occupancy. Staff is helping move books, to free up workers for other duties, such as assembling furniture.

SCS: The library has finished it's feasibility study. Received ARPA funds from the City. Congressman Levin said the library is on the next level for renovations with monies received from the federal government.

SHL: Hired new library personnel. Will have more job postings soon. In the process of completing a strategic plan.

TPL: Finished with the administration renovations. Will be doing the Youth Services area next. Still dealing with staff shortages.

WPL: Participated in the Van Dyke Cruise event last weekend. Had about 300 children visit the Civic Center Library for programing. Filled the administrative office position, looking to hire one LTA and one office assistant. Talking about a modular or shipping container building for the new library branch in the southeast side of the city. Getting ready for Summer Reading. Also, working on finishing out this fiscal year to end June 30<sup>th</sup>. There might be some changes to the open parks at the library branches this summer. The library is now the proud owner of a book bicycle to be used to visit city parks.

#### VIII. Public Participation

None

#### IX. Adjournment

The meeting adjourned at 11:10 a.m.

#### X. Next meeting date

The next meeting will be August 11, 2022 at 9:30 a.m. at the Shelby Township Library.