

SUBURBAN LIBRARY COOPERATIVE
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COUNCIL MINUTES
Suburban Library Cooperative
August 11, 2022

I. The meeting was called to order by DeVilbiss at 9:31 a.m.at the Shelby Township Library.

Present: Smith (Armada), Johnson (Center Line) calling in from Center Line, Madson (Chesterfield), Neal (Clinton-Macomb), Todd (Eastpointe), McDowell (Fraser), Valyi-Hax (Harper Woods), Goins (Harrison Twp.), Kammer (Lois Wagner), Bowman (Mount Clemens), DeMeulenaere (Ray Twp.) calling in from Ray Twp., Meeker (Romeo), Harvey (Roseville), Ester (Shelby), Orlando (St. Clair Shores) calling in from St. Clair Shores, Turgeon (Sterling Heights), Dumas (Troy) calling in from Troy, Francis (Utica) calling in from Utica, Urban (Warren) calling in from Warren and Frezza (SLC) and Lindsay (SLC).

Absent: Bogaert (Lenox) and Parij (MacDonald).

Guests: Michael Marciniak from Envisionware – calling in from Holland, Ohio and Dale Jaslove.

II. Approval of the Agenda.

Turgeon made a motion to approve the agenda, supported by Neal. Motion Carried.

III. Approval of the Minutes.

Meeker made a motion to approve the June 9, 2022 minutes, supported by Ester. Motion Carried.

IV. Suburban Library Cooperative Business

A. Envisionware Payment Demo – Michael Marciniak

Michael Marciniak introduced himself and spoke about the different options for accepting credit card payments through Envisionware – E-Commerce product/services. Mallorie will find out what Envisionware product/service each library has and then get quotes for E-Commerce products and for a third party merchant processor. SLC will administer the service, similar to what we currently do with ProPay.

B. SLC Marketing Contract

Dale Jaslove spoke about what projects he has been working for on behalf of the Cooperative, including the GoLibrary Card program, monthly programming promotions, and a monthly newsletter. The directors also discussed Mr. Jaslove's services in the 2022-23 Annual Plan. The directors decided to extend Mr. Jaslove's contract for one more year at the cost of \$10,000. They would like Mr. Jaslove to focus on the GoLibraryCard program with more local (Macomb County) participants and to create a quarterly flyer about libraries and the program with directions to the GoLibraryCard website for a list of participating businesses and discounts.

C. Automation System

Chris, Amy and Lauren have been in several training sessions. Serials/Acquisitions training starts next week, Aug. 16 – 18. Amy will facilitate remote training sessions, with one person logging in and speaking for their individual group. On-line training video should be available by Aug. 29th. It was recommended to stop placing holds Sept. 1st for multiple reasons. Turgeon made a motion to stop placing holds on Sept. 1st, supported by Ester. Motion Carried. Meeker made a motion to extend due dates until Oct. 4th, supported by Valyi-Hax. Motion Carried. Ester made a motion to expire library cards on Oct. 4, the motion was supported by Turgeon. Motion Carried. Check-in items will be backdated to Sept. 13th. The final data pull from Sirsi will at the end of day on Sept. 13. The system is expected to be down from Sept. 14 – 21. Libraries will not be able to check in items when the system is down. Chris is working to get a firm date on when MelCat will stop. The Cooperative will do three e-mail blasts through Sirsi notifying patrons of the upcoming changes. The notifications will be on Aug. 18, Sept. 1 and Sept. 13.

D. Early Literacy Panels – update

The backer panels and the interactive panels from the Burgeon Group have been ordered. We will try to have delivery before the end of our fiscal year in September.

E. 2022-23 SLC Council Meeting Dates/Locations

The Shelby Library has agreed to host the November 2022 meeting and the Romeo District Library has agreed to host the August 2023 meeting. Ester made a motion to approve the 2022-23 SLC Council Meeting Dates, supported by Meeker. Motion Carried.

F. 2022-23 OverDrive Pricing

Harvey made a motion to allocate 25% group content purchase for OverDrive to be billed separately. The motion was

supported by Meeker. Motion Carried.

G. 2022-23 Annual Plan

Neal made a motion to recommend the 2022-23 SLC Annual Plan with the amendments discussed at today's meeting to the Suburban Library Cooperative Board. The motion was supported by Valyi-Hax. Motion Carried.

V. Announcements and Information

A. Advocacy – Everyone

VI. Discussion Topic: Early Literacy Project

The Cooperative's Early Literacy Project was discussed in the 2022-23 Annual Plan. The directors decided to have a "Show & Tell" meeting from the Early Literacy Grant participants sometime in October, to tell about each participating library's project – what worked or did not work. Then to make a decision about what project(s) would work best among all SLC libraries.

VII. Member Libraries' Announcements/Concerns

Thank You – Shelby Township Library for hosting today's meeting.

CHE: The library will have a 1.0 milage proposal on the November ballot.

CMM: The library has been made aware of censorship in local schools.

FRA: The library milage passed. Going to the library board about going fine free before the changeover to Polaris. Did any library have problems going fine free?

HPW: The library was approached about how to keep undesirables out of the library. As a public building, the library is open to all of the public, as stated in the Code of Conduct.

HTL: The library as a milage proposal on the November ballot.

MTC: Hired a new assistant director. The library should now re-open sometime in October.

SBL: Question – if a crime has been committed against staff – is it okay to give that person's address to the police. Yes, as long as that information is not accessed through the library's circulation system.

VIII. Public Participation

None

IX. Adjournment

The meeting adjourned at 12:13 p.m.

X. Next meeting date

The next meeting will be September 8, 2022 at 9:30 a.m. at the Suburban Library Cooperative.