

SUBURBAN LIBRARY COOPERATIVE
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COUNCIL MINUTES
Suburban Library Cooperative
February 9, 2023

- I. The meeting was called to order by DeVilbiss at 9:33 a.m. at the Suburban Library Cooperative.

Present: Smith (Armada), Johnson (Center Line) calling in from Center Line, Madson (Chesterfield) calling in from Chesterfield, Neal (Clinton-Macomb), Todd (Eastpointe), McDowell (Fraser), Valyi-Hax (Harper Woods) calling in from Harper Woods, Goins (Harrison Twp.), Bogaert (Lenox), Kammer (Lois Wagner) calling in from Richmond, Ryals (MacDonald), DeMeulenaere (Ray Twp.) calling in from Ray Twp., Meeker (Romeo), Ester (Shelby Twp.), Orlando (St. Clair Shores), Turgeon (Sterling Heights), Dumas (Troy) calling in from Troy, Urban (Warren) calling in from Warren, DeVilbiss (SLC), Frezza (SLC) and Linsday (SLC).

Absent: Bowman (Mount Clemens), Harvey (Roseville) and Francis (Utica).
- II. Approval of the Agenda.

The Agenda was amended to include items: A. 1. Authority Control; A.2. Custom Notice Language; A.3. Records Retention Policy and item B. PayPal Reports. Meeker made a motion to approve the agenda as amended, supported by Orlando. Motion Carried.
- III. Approval of the Minutes.

The minutes were amended to change the information about the Harrison Township Library. Meeker made a motion to approve the January 12, 2023 minutes as amended, supported by Turgeon. Motion Carried.
- IV. Suburban Library Cooperative Business
 - A. Automation System

Chris is working on Authority Control, tests have been sent, waiting on date for implementation. Vega Programs will be delayed due to unexpected staff outages.

 1. Authority Control

Turgeon made a motion to recommend to the Suburban Library Cooperative Board the contract with Backstage Library Works for authority control services at a cost of \$4,780 to be paid quarterly. The motion was supported by Ester. Motion Carried.
 2. Custom Notice Language

Polaris has put a moratorium on custom reports at this time. Ester made a motion to table the Custom Notice Language for reports until such a time as the moratorium has been removed. The motion was supported by Turgeon. Motion Carried.
 3. Record Retention Policy

Meeker made a motion to recommend the Records Retention Policy to the Suburban Library Cooperative Board as presented. The motion was supported by Orlando. Motion Carried.
 - B. PayPal Reports

There are several ways PayPal reports for libraries can be done. One is by patron bar code, but that report only has the total charged to the patron and not the fees deducted by PayPal. The other has a patron's name, amount charged and PayPal fees deducted, but cannot be traced back to the patron's library bar code number. Chris and Pat will try to find a work around that has both the patron's library bar code number, amount charged and PayPal fees deducted. Turgeon made a motion that library reports should be based on the patron bar code. The motion was supported by Ester. Motion Carried.
- V. Announcements and Information
 - A. Advocacy – Everyone

Shannon White from the Library of Michigan is retiring. ALA's LibLearnX, The Library Learning Experience conference went well. Next year's conference will be in Baltimore. MLA's Legislative Day is April 25th. The Governor made no changes to state aid in next year's budget. MLA is in need of mentors for its Mentoring Program. Applications can be found on their website. Library Directors are encouraged to meet with their local legislators and offer coffee/office hours at their library. DSLRT will meet March 17 at Auburn Hills, the discussion topics will include someone from Semco and electric vehicle charging stations
- VI. Discussion Topic: Library of Things

Things to consider if the Cooperative were to have a Library of Things collection: items must fit in delivery bins; the

fewer pieces the better; how to keep items clean, such as cake pans, etc.; how should items be cataloged and finally how to promote this service. The Clinton-Macomb Library has a large collection of "Library Things to Go" and has volunteered to host next Month's Council meeting at the Clinton-Macomb Library – Main Branch to show how they are handling a variety of non-traditional items patrons can check out.

VII. Member Libraries' Announcements/Concerns

ARM: Still waiting for parts to repair the elevator. Scheduling of programming has been difficult with the elevator out of service. Children's and Teen programming going well. Hosted a meeting with homeschooling parents and children.

CLL: Business as usual.

CMM: The Clinton-Macomb Main Branch is 20 years old this year, looking at options to replace HVAC system.

EPL: An Eagle Scout is working on a Story walk to be placed in one of the city's parks. Placed an ad in the Eastpointe High School yearbook. Will be creating a kit/package of items for students who see the ad and come into the library. Hired a part-time youth services librarian. Started a Spice of the Month club.

FRA: Do other libraries have staff who just stopped coming in to work with no notice? A letter has been placed in that employees file explaining the situation. Looking to replace phone system and printer/print stations. Also, looking to relocate to a new building.

HTL: The library posted for 2 full time librarian positions. Received four applicants, two for each position. Started a puppet collection. Literacy Kits will be next.

MPL: Looking at library policies and chart of accounts. Received shelving from the Canton Library. Also looking at phone systems. Question about sending patrons to collections, which libraries do this and when do they send the patron to collections – what are the limits? Most libraries send patrons when they have a minimum of \$10/\$25 in overdue fines/fees.

ROG: Business as usual.

SBL: The library suffered broken pipes over the Christmas holiday. The cause is still being investigated. Working with contractors to get the library back open. In the meantime, the library is offering curbside and phone services. The tentative date for a partial reopening is March 13. The Library has won an architectural award. Ten buildings in Michigan were selected. There will be a Gala in Grand Rapids to announce the grand prize winner.

SCS: Received official confirmation about a grant to redo the youth services area of the library. Business as usual.

SHL: Starting a video game collection. Where do libraries buy their video games – Amazon. Finished the library's Strategic Plan and presented it to City Council. Waiting for feedback about maybe becoming a district library or putting a library milage on the ballot. Using the Friends group for fundraising. Has your library or library friends group ever hired a professional fundraiser?

WPL: Friends Book Sale last Saturday, earned over \$500 and brought 564 people to the library. The Civic Center and Burnette Library branches are in the process of starting a "Seed Library". The library will finalize the purchase of property in the southeast quadrant of the city for a new branch library.

SLC: Working to redo the GoLibraryCard bookmarks. The book repair workshop is tentatively set for April 28-29. Will send out an email looking for someone to host the workshop. Early Literacy Panels can be traded at the April 2023 Council meeting. Please be sure to bring your library's Early Literacy panel to the April 13th Council meeting to trade with another library.

VIII. Public Participation

None

IX. Adjournment

The meeting adjourned at 11:09 a.m.

X. Next meeting date

The next meeting will be March 9, 2023 at 9:30 a.m. at the Clinton-Macomb Library – Main Branch.