

SUBURBAN LIBRARY COOPERATIVE

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Sterling Heights, Michigan 48313

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COUNCIL MINUTES

Suburban Library Cooperative

August 10, 2023

- I. The meeting was called to order by DeVilbiss at 9:31 a.m. at the Romeo District Library.

Present: Smith (Armada), Johnson (Center Line), Magness-Eubank (Chesterfield), Neal (Clinton-Macomb), Todd (Eastpointe), McDowell (Fraser), Goins (Harrison Twp.), Bogaert (Lenox), Kammer (Lois Wagner), Ryals (MacDonald), Bowman (Mount Clemens), DeMeulenaere (Ray Twp.), Meeker (Romeo), Harvey (Roseville), Ester (Shelby Twp.), Orlando (St. Clair Shores), Dumas (Troy), Urban (Warren) calling in from Warren, DeVilbiss (SLC) Frezza (SLC) and Linsday (SLC).

Absent: Valyi-Hax (Harper Woods), Turgeon (Sterling Heights) and Francis (Utica).

Guests: Thomas Walker, Interim Dean and Professor, Wayne State University School of Information Science calling in from Detroit and Amy Shaughnessy, Suburban Library Cooperative calling in from Sterling Heights.
- II. Approval of the Agenda.
Orlando made a motion to approve the agenda, supported by Dumas. Motion Carried.
- III. Approval of the Minutes.
Meeker made a motion to approve the June 8, 2023 minutes, supported by Bowman. Motion Carried.
- IV. Guest Speaker: Thomas Walker, Interim Dean and Professor, Wayne State University School of Information Science
Mr. Walker introduced himself and spoke about the School of Information Science post Covid, especially about enrollment, tuition, marketing, etc. He then answered questions from the library directors.
- V. Suburban Library Cooperative Business
 - A. Policies & Procedures
 1. Cataloging items with volumes
The directors approved using the examples recommended by the Policies and Procedures Roundtable when cataloging AV items with volumes.
 2. Fines Notification
The directors approved turning on fines notification at the system level, keeping the minimum balance at \$10 and setting the fine age at 3 days. The directors also wanted changes to the wording for the fines notification. They wanted the last line to read: "Unresolved charges may result in being sent to collections or additional fees in accordance with your library's policies."
 3. Library Account Information Policy
DeMeulenaere made a motion to recommend the Library Account Information Policy to the Suburban Library Cooperative Board as recommended by the Policies and Procedures Roundtable. The motion was supported by Meeker. Motion Carried.
 4. Holds Policy
Bogaert made a motion to recommend the Holds Policy to the Suburban Library Cooperative Board as recommended by the Policies and Procedures Roundtable. The motion was supported by Bowman. Motion Carried.
 5. Form Changes
 - a. Damaged and Multiple Pieces
The directors approved the recommended changes.
 - b. Monetary Form for Owning Library
The directors approved the recommended changes.
 6. Shared Library of Things
Meeker made a motion to approve the SLC Library of Things Lending Policy. The motion was supported by Goins. Motion Carried. The directors also agreed that if an item from this collection were to be returned damaged, the item should be sent back to SLC so that SLC staff can determine the extent of the damage and what fines/fees to charge the patron.
 - B. OverDrive Content Credit

Ester made a motion to allocate 30% group content purchase for OverDrive for the time from Oct. 2023 through Sept. 2024, to be billed separately. The motion was supported by Goins. Motion Carried.

C. Delivery Recommendation

Goins made a motion to recommend to the Suburban Library Cooperative Board contracting with RO Logistics for our delivery service for the 2023/24 fiscal year. The motion was supported by Bowman. Motion Carried.

D. Personnel

1. 2023-24 Salaries

Meeker made a motion to recommend to the Suburban Library Cooperative Board that all SLC employees get a 3% cost of living raise and that the bookkeeper's position return to 30 hours per week and the new sorter work 20 hours per week. The motion was supported by McDowell. Motion Carried.

2. Short Term Disability

Bowman made a motion to recommend to the Suburban Library Cooperative Board an increase to 66.67% of weekly earnings with the cap at \$1,500 per week for short term disability. The increase in this benefit will cost the Cooperative an additional \$1,000 per year. The motion was supported by Ester. Motion Carried.

3. Marketing Position Proposal

Harvey made a motion to hire a part-time Marketing Coordinator to work 30 hours per week remotely with a starting salary of \$35,000 to \$43,680 per year. The proposed pay range would be \$22.44 - \$28.00 per hour. The motion was supported by McDowell. Motion Carried.

E. Annual Plan

Meeker made a motion to recommend the 2023/24 SLC Annual Plan with the changes discussed at today's meeting and the formatting corrected, to the Suburban Library Cooperative Board. The motion was supported by Magness-Eubank. Motion Carried.

F. 2023-2024 Advisory Council Meeting Dates

Meeker made a motion to approve the 2023/24 Advisory Council Meeting Dates as presented. The motion was supported by DeMeulenaere. Motion Carried.

VI. Announcements and Information

A. Advocacy – Everyone

Clare Membiela from the Library of Michigan is now offering office hours for legal questions. Registration is required. MLA is starting the MI Right to Read program.

VII. Member Libraries' Announcements/Concerns

SLC: Thank you to the Romeo District Library for hosting today's meeting.

EPL: Working well with the city. Adult programming doing better than children's.

FRA: Opened in new location. Working on hiring new staff.

HTL: Received quotes for shipping containers for addition library space. More expensive than previously thought. Project moved to next fiscal year.

MTC: Hired remote bookkeeper.

ROG: Envisionware lockers working well.

SCS: Is anyone doing Talk & Text? SLC is looking into covering the costs to put this in all SLC libraries.

TPL: City has moved the library's marketing team to the city's communication department.

VIII. Public Participation

None.

IX. Adjournment

The meeting adjourned at 11:45 a.m.

X. Next meeting date

The next meeting will be September 14, 2023 at 9:30 a.m. at the Mount Clemens Public Library.