

SUBURBAN LIBRARY COOPERATIVE

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Sterling Heights, Michigan 48313

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COUNCIL MINUTES

Suburban Library Cooperative

November 9, 2023

- I. The meeting was called to order by DeVilbiss at 9:31 a.m. at the Suburban Library Cooperative.
- Present: Johnson (Center Line) calling in from Center Line, Magness-Eubank (Chesterfield), Neal (Clinton-Macomb) calling in from Clinton Twp., Todd (Eastpointe), McDowell (Fraser), Valyi-Hax (Harper Woods), Goins (Harrison Twp.), Bogaert (Lenox) calling in from New Haven, Kammer (Lois Wagner), Ryals (MacDonald) calling in from New Baltimore, Bowman (Mount Clemens) calling in from Mount Clemens, Meeker (Romeo), Ester (Shelby Twp.), Orlando (St. Clair Shores), Turgeon (Sterling Heights), Urban (Warren) calling in from Warren, DeVilbiss (SLC), Frezza (SLC) and Linsday (SLC).
- Absent: Smith (Armada), DeMeulenaere (Ray Twp.), Dumas (Troy) and Francis (Utica).
- II. Approval of the Agenda.
Item IV. G. Automation System was added to the agenda. Turgeon made a motion to approve the agenda as amended, supported by Magness-Eubank. Motion Carried.
- III. Approval of the Minutes.
Ester made a motion to approve the October 12, 2023 minutes, supported by Meeker. Motion Carried.
- IV. Suburban Library Cooperative Business
- A. SLC Database Survey Results
ProQuest Ancestry Library Edition, Overdrive e-magazines and Tutor.com remain the top three databases from the survey with Mango Languages a close fourth. Turgeon made a motion to recommend to the Suburban Library Cooperative Board to purchase as a group for the member libraries the top three databases from the survey for the next three years from FY 2024/25 to FY 2026/27. Amy will get pricing for Mango Languages in case the council wishes to have a fourth database considered for a group purchase.
- B. SLC Holidays
Meeker made a motion to recommend the SLC Holidays as presented to the Suburban Library Cooperative Board. The motion was supported by Orlando. Motion Carried;
- C. Delivery Holidays
Turgeon made a motion to recommend the Delivery Holidays as presented to the Suburban Library Cooperative Board. The motion was supported by Ester. Motion Carried.
- D. New Director Handout
A sample New Director Handout was prepared with information about the Cooperative and our staff.
- E. SLC Personnel Policy
The SLC personnel Policy manual was updated and changes were made to the following Policies:
Annual Leave was changed from:
Full-time employees will receive:
10 days of annual leave during the first five years of employment
15 days after five years
17 days after ten years
20 days after thirteen years
To: 15 days each year for the first five years of employment
20 days after 5 years.
Meeker made a motion to approve the change the Annual Leave Policy, supported by Ester. Motion Carried.
- Extreme Weather Conditions was changed from:
In the event of extreme weather conditions, absences for full-time employees may be covered by annual leave, personal leave or the employee may take the day off without compensation. Part-time employees will not be compensated.
To: In the event of closure due to extreme weather, all employees will be compensated for scheduled hours at their usual rate of pay.
- Ester made a motion to approve change the Extreme Weather Conditions Policy, supported by Meeker.

Motion Carried. Turgeon voted No.

Minor changes were also made for the following policies: Classifications and Compensation, Funeral Leave, On-Call Cell Phone Reimbursement and Personal Leave Time.

Meeker made a motion to recommend to the Suburban Library Cooperative Board all the changes to the SLC Personnel Policy Manual as approved by the Suburban Library Cooperative Advisory Council. The motion was supported Ester. Motion Carried.

F. SLC Library of Things

A sample of some of the items in the Cooperative Library of Things was passed around for the directors to look at. They recommended putting a label on the outside of container stating exactly what the item is on the inside.

G. Automation System

1. Combined Notices

The Policies & Procedures committee is recommending shutting off the combined notices feature as the wording has been too confusing and frustrating for library patrons. Magness-Eubank made a motion to turn off the Combined Notices feature, supported by Valyi-Hax. Motion Carried.

2. Cataloging Books with multiple volumes

For books on single record that include volumes (such as encyclopedias), please enter VOLUME X (with X signifying the number) in the volume field. This does not need to be used for series books. Turgeon made a motion to approve this procedure when cataloging books with multiple volumes, supported by Valyi-Hax. Motion Carried.

3. Lost Item Transition

Meeker made a motion to change the approved policy from 3 years down to 1 year. The motion was supported by Orlando. Motion Carried.

V. Announcements and Information

A. Advocacy – Everyone

Congratulations to the Harper Woods and Lois Wagner Libraries for passing their millage renewals with this election. The City of Roseville also had a bond approval pass that included renovations to the library. There is group of bills currently being considered in the Michigan State Legislation called the Freedom to Read Act.

VI. Member Libraries' Announcements/Concerns

SLC: The marketing position has been posted and will remain open until Nov. 22, 2023. Received seven applicants so far.

EPL: The City received a \$2-million dollar grant for a Vendor Marketplace to be located very near the library.

HPW: Still working on lower level repairs. Starting to checkoff items from the punch list.

MPL: New library board has been elected.

ROG: The next DSLRT meeting will be in Howell, next Friday at 10 a.m.

SBL: The Shelby Library is in the running for Construction Association of Michigan's Project of the Year. Use this link to vote for the library. Link: <https://www.surveymonkey.com/r/CAMmagazine>

SHL: Installed outdoor musical instruments. There will be a dedication ceremony next Spring. Starting a library of things collection.

VII. Public Participation

None.

IX. Adjournment

The meeting adjourned at 10:50 a.m.

X. Next meeting date

The next meeting will be January 11, 2024 at 9:30 a.m. at the Suburban Library Cooperative.