

SUBURBAN LIBRARY COOPERATIVE
44750 Delco Blvd
Sterling Heights, Michigan 48313
Board Meeting
November 30, 2023

- I. The meeting was called to order at 6:30 p.m. by Eric Walton.
- Trustees present: Eric Walton (Harper Woods), Linda Pillow (Harrison Twp.), Adrienne Hilmon (Lenox), Alana Stump (Lois Wagner), Stan Lisica (MacDonald), Erik Honsel (Mount Clemens), Mike Arcy (Romeo) and Nina Lineberger (Roseville).
- Trustees excused: Elli Minert (Ray Twp.).
- Staff present: Mallorie DeVilbiss and Pat Lindsay.
- Eric Walton then asked the board members and staff “why they got into libraries?”
- II. Approval of the Agenda
Motion made by Stump to approve the Agenda, supported by Lisica. Motion Carried.
- III. Approval of the October 26, 2023 Minutes
Motion made by Lineberger to approve the October 26, 2023 minutes, supported by Honsel. The board discussed whether to put the names of who made and supported motions into the official minutes. Mallorie will look into that through the Open Meetings Act and how it applies to Government Bodies. Motion Carried.
- IV. Public Participation
None
- V. Member Library Concerns:
The Harper Woods Library is still waiting on repairs to their lower level after the flood of 2021. The Harper Woods Library was the first “Green Library (environmentally friendly)” in the state, and they are investigating to see if they will continue to be classified as a “Green Library”. The Lois Wagner Library suggested two fund raisers that are successful at her library. One is a Christmas Cookie sale (Dec. 8th from 12 – 5 p.m.) put on by the Friends of the Library and the other is Children’s Christmas Book sale. The Harrison Public Library is also having a Cookie Walk (Dec. 2nd from 12 – 3 p.m.).
- VI. Action Items
- A. Approval of the Bills
 - 1. Payment of the bills for November, 2023 was approved on a motion by Lisica, supported by Stump. Motion Carried.
 - B. Budget Reports
Pillow made a motion to receive and file the Budget Reports, supported by Lineberger. Motion Carried.
 - C. Investment Report/Finance Committee Report
The two CDs at the Superior National Bank were cashed in and the funds deposited into the General Fund checking account and the GovMIC for the Proprietary Fund. Mallorie asked MLA and our auditors, Maner Costerisan, the legality of paying penalty fees for the early closure of certificate of deposit accounts. MLA said there was no legal reason for not paying these fees. We are still waiting to hear back from our auditors.
Hilmon made a motion to receive and file the Investment/Finance Committee Report, supported by Lisica. Motion Carried.
 - D. SLC Holidays 2024

There was some discussion regarding the difference between religious observances (Good Friday) and federal/state holidays. Options were to remove the religious observances from the SLC Holiday list and give full-time employees more Floating Holidays. Pillow made a motion to approve the SLC 2024 Holidays as presented and to review this list at the March 2024 Board meeting for changes for the 2025 calendar year. The motion was supported by Honsel. Motion Carried

E. Delivery Holidays 2024

Stump made a motion to approve the Delivery 2024 Holidays as presented and to review this list for any changes for the 2025 calendar year at the March 2024 Board meeting for the same reasons as stated in the SLC 2024 Holidays. The motion was supported by Lisica. Motion Carried.

F. Personnel Policy

Lisica made a motion to approve the Personnel Policy Manual as presented. The motion was supported by Lineberger. Motion Carried.

VII. Information Items

A. Director's Report

The Cooperative had its annual audit starting on Nov. 7th. Maner Costerisan, our auditors will give a presentation to the Board at the February 2024 meeting. We had 15 applicants for the Marketing Coordinator position. The interviews will start soon, and we are looking for volunteers to help with this process. Mallorie was thinking about asking a member library director to be part of the interviewing committee. It was also suggested if one of the libraries had a marketing person, to have them also take part in the interviews. There will probably be two rounds of interviews. The Cooperative is teaming up with the MISD to offer STEM training for library staff on December 8th from 9 a.m. to 12 p.m. Mallorie will be in Grand Rapids on Dec. 7th & 8th for the MLA's Think Space conference. The topic for this year is Future Ready Libraries. The Public Library Association's annual conference is in Columbus, Ohio on April 3 – 5, 2024. There have been no further issues/problems from our previous delivery service. The old delivery truck has been removed.

B. Advisory Council Minutes – November 9, 2023.

VIII. Adjournment

Stump moved to adjourn at 7:42 p.m. supported by Hilmon. Motion Carried.

Respectfully submitted:

Adrienne Hilmon, Secretary